



ViewletQuiz5

Professional

User Guide



Ask



Collect



Evaluate

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Getting Started

This *Getting Started* chapter provides a general overview of important information for setting up and working with ViewletQuiz5 Professional. It contains the following sections for your reference:

- What is ViewletQuiz5 Professional
- Technical Specifications
- Download and Installation
- License Activation and Reactivation

WHAT IS VIEWLETQUIZ5 PROFESSIONAL

ViewletQuiz5 Professional, the authoring tool used to create Viewlets, allows anyone, regardless of technical or creative ability, to make compelling, animated online quiz and survey videos with ease. Due to its versatility, intuitive interface and incredibly quick creation time, ViewletQuiz5 Professional is a standard content creation tool in corporations, governmental institutions and academic organizations throughout the world. Visit the [product's page](#) for more information.

TECHNICAL SPECIFICATIONS

You can find the current suggested system requirements for ViewletQuiz5 Professional on the product's [Technical Specs](#) page. Once online, just select your operating system to review the related technical information.

DOWNLOAD AND INSTALLATION

To download ViewletQuiz5 Professional, go to the [Qarbon.com](#). Click the "Downloads" link. On the "downloads" page, select ViewletQuiz5 Professional as the product you want to download. Follow the instructions on the rest of the web pages that display to download the installation file.

Note: Remember the file name and folder location of the installation file so you can find it when you are ready to install ViewletQuiz5 Professional.

After downloading the installation file, close the browser dialog. Then, locate and double click the installation file to launch the *Installation* dialog.

Note: If a prior installation of the software is detected, you will be prompted to either update the existing installation or install in a new directory.

On the last screen of the installation, click **Finish** to complete the installation.

LICENSE ACTIVATION AND DEACTIVATION

You will need to purchase a license to activate ViewletQuiz5 Professional. There are several options available to purchase a license:

- Go to Qarbon.com, click the “Store” link and select a pricing option.

OR

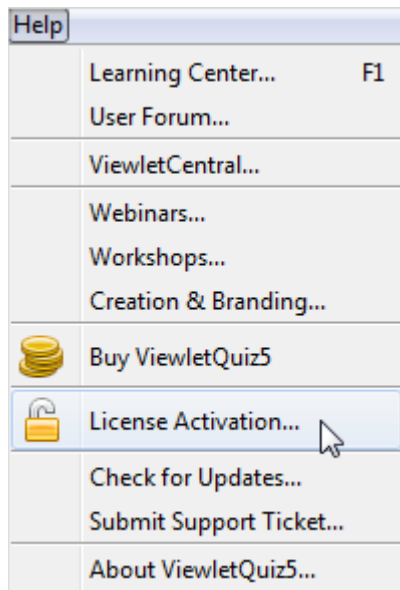
- Select **Help > Buy ViewletQuiz5** from the menu bar inside your app.

OR

- Contact [Qarbon Sales](mailto:Sales@Qarbon.com).

Once you purchase a license, you will receive a confirmation email with your license and purchase information. Keep this email for your records.

License Activation



To activate ViewletQuiz5 Professional:

1. Make sure your computer is connected to the Internet.
2. Open the ViewletQuiz5 Professional program.
3. Select **Help > License Activation** from the menu bar.
4. Follow the instructions in the dialogs that display to complete the registration process.

Note: For best results, copy the license number directly from your email and paste it in the required field when registering ViewletQuiz5 Professional.

License Verification

To check license information:

1. Make sure your computer is connected to the Internet.
2. Open the ViewletQuiz5 Professional program.
3. Select **Help > About ViewletQuiz5...** from the menu bar.
4. Review the information in the *About ViewletQuiz5 Professional* dialog that displays.
5. Click **Close** to exit.

License Deactivation

To deactivate your ViewletQuiz5 Professional license:

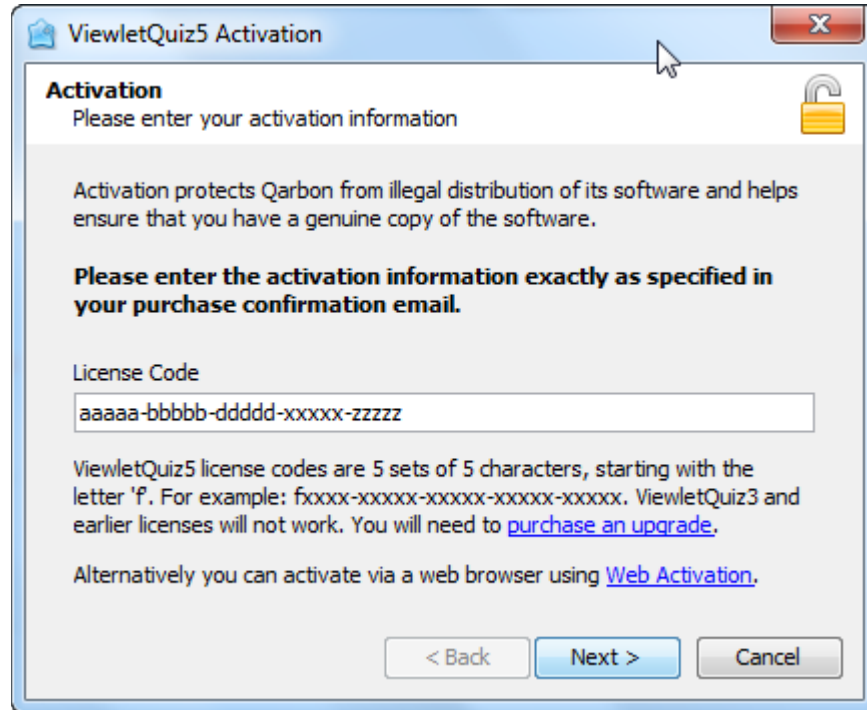
1. Make sure your computer is connected to the Internet.
2. Open the ViewletQuiz5 Professional program.
3. Select **Help > License Deactivation** from the menu bar.
4. Follow the instructions in the screens that display to complete the deactivation process. Once the license is deactivated, it can be activated on a different computer.

Web (License) Activation & Deactivation

If you encounter firewall issues when trying to activate or deactivate your ViewletQuiz5 Professional license, you can use the alternative web activation or deactivation process.

Web Activation

1. Open ViewletQuiz5 Professional.
2. Select **Help > License Activation** from the menu bar.
3. In the *Activation* dialog, enter your license number in the field provided.
4. Click the “Web Activation” link.



5. Enter in the requested information for name, company, email, etc. and then click the **Next** button.
6. In the “Web Activation” screen of the dialog, you will see a set of instructions with three steps. Follow these steps carefully:
 - a. **Step 1:**

To open the web activation page, copy the URL in the field shown into your browser’s address line OR click on the folder icon (this latter action will open your default browser with the URL already loaded in the address line).
 - b. **Step 2:**

Verify the information on the page that displays in the browser and then click the **Submit** button. When the page refreshes, you will see a “Confirmation Code” field. Highlight ALL the string of characters/numbers contained in the confirmation code field and copy them (Ctrl+C). You will need ALL of this data to complete your web activation.
 - c. **Step 3:**

Return back to the “Web Activation” dialog (in ViewletQuiz5 Professional) and paste (Ctrl+V) the Confirmation Code you JUST copied from the web page.
 - d. Click the **Next** button.
7. Information as to the status of the web activation will display in the last screen of the dialog. Review the information carefully then click **Finish** to close the dialog. If successful, once you close this dialog, your ViewletQuiz5 Professional application is now activated.

Web Deactivation

1. Open ViewletQuiz5 Professional.
2. Select **Help** > **License Deactivation** from the menu bar.
3. In the *License Deactivation* dialog, click the “Web Deactivation” link.
4. In the “Web Deactivation” screen of the dialog, you will see a set of instructions with three steps. Follow these steps carefully:
 - a. **Step 1:**
To open the web deactivation page, copy the URL in the field shown into your browser’s address line OR click on the folder icon (this latter action will open your default browser with the URL already loaded in the address line).
 - b. **Step 2:**
Verify the information on the page that displays in the browser and then click the **Submit** button. When the page refreshes, you will see a “Confirmation Code” field. Highlight ALL the string of characters/numbers contained in the confirmation code field and copy them (Ctrl+C). You will need ALL of this data to complete your web deactivation.
 - c. **Step 3:**
Return back to the “Web Deactivation” dialog (in ViewletQuiz5 Professional) and paste (Ctrl+V) the Confirmation Code you JUST copied from the web page.
 - d. Click the **Next** button.
5. Information as to the status of the web deactivation will display in the last screen of the dialog. Review the information carefully then click **Finish** to close the dialog. If successful, once you close this dialog, your ViewletQuiz5 Professional application is now deactivated. You can now activate your license on this, or another, computer.

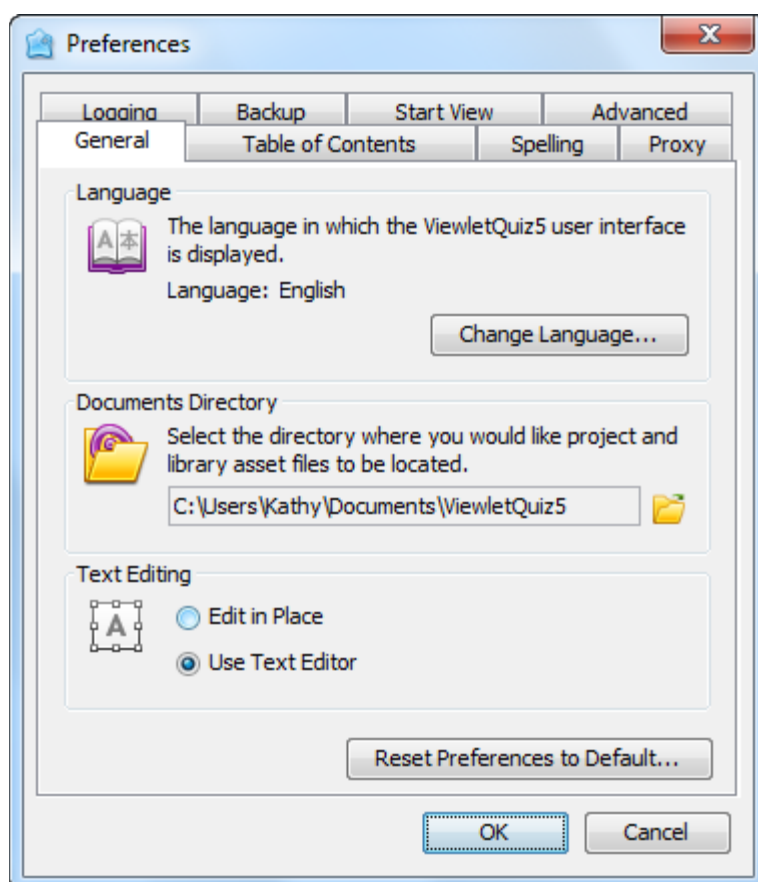
Program Preferences

We recommend that before diving into creating your first Viewlet project take some time to set up some baseline options for your authoring application. This is accomplished in the *Preferences* dialog. Once you set these preferences, you can always modify them as needed as you get more comfortable working in ViewletQuiz5 Professional.

To access the *Preferences* dialog select **Edit > Preferences** from the menu bar. This dialog is organized into several different tabs. Let's take a look at each.

GENERAL

The *General* tab includes options for the user interface language, documents storage location and text editing style.



Language

ViewletQuiz5 Professional will use your operating system's default language preference, but you may switch to a different language for use in this program only.

To select the default language to use in the ViewletQuiz5 Professional interface:

1. In the *Preferences* dialog, select the *General* tab.
2. In the *Language* area, click the **Change Language** button.
3. Select a language from the available list.
4. Click **OK**.

Note: You must relaunch ViewletQuiz5 Professional in order for the newly selected language to take effect.

Documents Directory

Select the directory (folder) where you want to store your Viewlet project files and assets. This will be the default location for projects' storage, but you can redirect your project to a different location at the time of the actual save operation.

To change the default documents directory:

1. In the *Preferences* dialog, select the *General* tab.
2. In the *Documents Directory* area, click the folder icon.
3. Locate and select the directory (folder) you want to use.
4. Click **Open**.

Text Editing

There are two different approaches for editing text in notes, balloons and slide text (also known as 'messages' or 'message objects'). While working on a project, the setting you choose as your baseline preference will determine the initial method ViewletQuiz5 Professional will use you edit text. You can, however, switch between either text editing style as you work in your project.

To set the baseline preference for text editing:

1. In the *Preferences* dialog, select the *General* tab.
2. In the *Text Editing* area, select either:
 - **Edit in Place:** When editing a text object, this selection allows you to edit text directly in the balloon, note, text box or button. You can also use the message object's Context Sensitive Toolbar to edit other message object properties.

or

 - **Use Text Editor:** When editing a message object's text, this selection opens the *Text Editor* dialog when double clicking a balloon, note or text box. This selection also allows you to edit other message object properties directly in the *Text Editor* dialog.

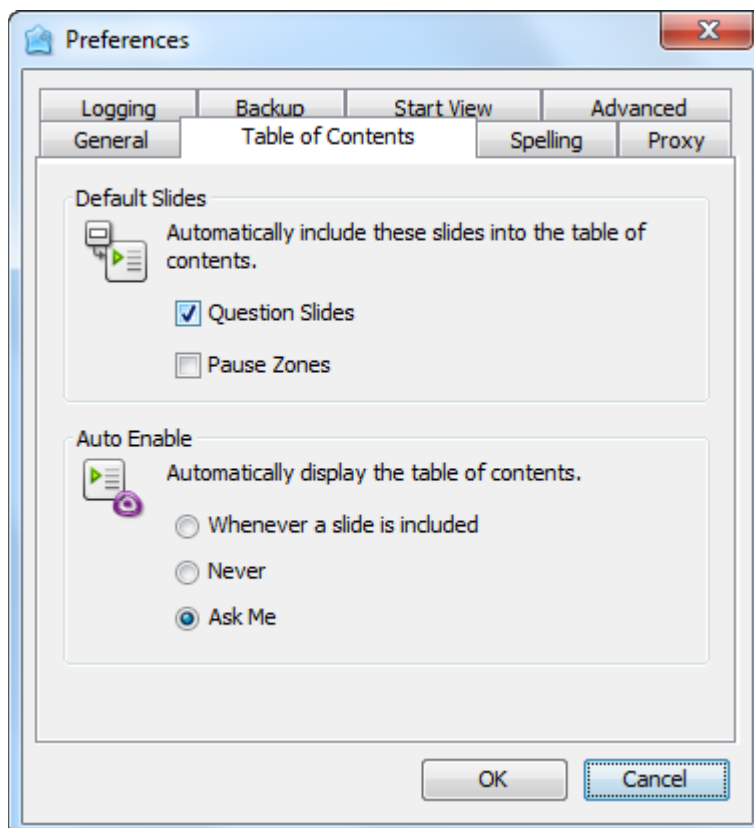
Note: It's easy to switch between "text editing" options while working with message objects. Simply right click on the message object and, from the shortcut menu, select either "Open in Text Editor" to work in the "Text Editor" dialog, or select "Edit Text" to edit text directly in the message object.

Restore Preferences to Default

After you install ViewletQuiz5 Professional, you will find that it already has many 'factory settings' already in place throughout the application, including in the *Preferences* dialog tabs. No matter how many changes you make to your preferences, you can set them back to the original settings at the time of installation by clicking the **Restore Preferences to Default...** button (*Preferences* dialog > *General* tab). A *Warning* dialog will display with information regarding resetting your preferences. Click **OK** to apply and close that dialog.

TABLE OF CONTENTS

In the *Table of Contents* tab, set your preferences for how ViewletQuiz5 Professional will automatically handle a table of contents for default slides as well as displaying it in the published Viewlet. These settings, like other preferences, may be overridden while working on your project prior to publication.



To set options for default slides:

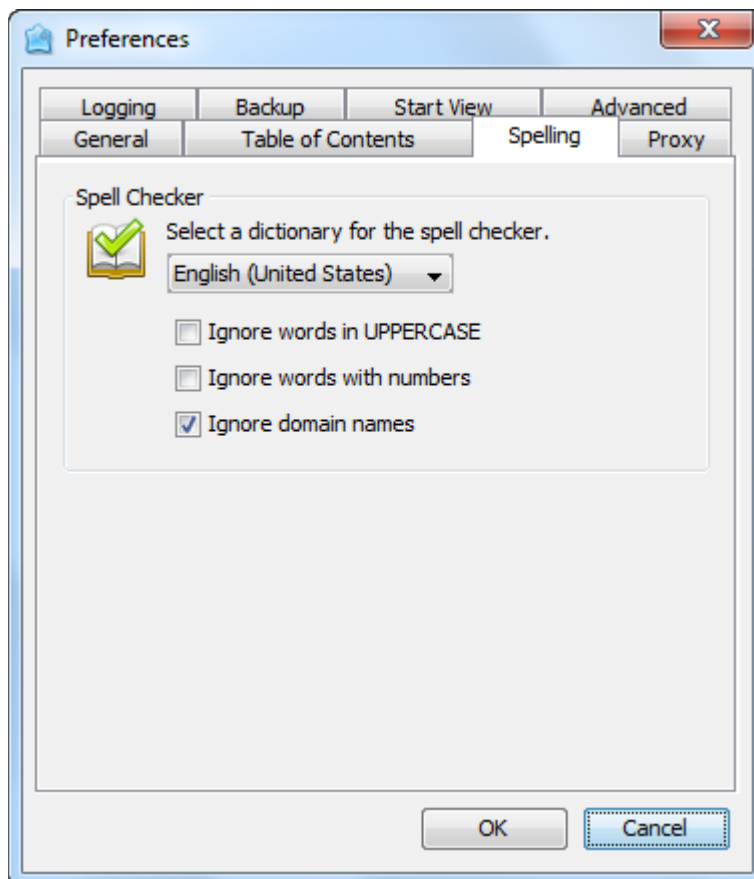
1. In the *Preferences* dialog, select the *Table of Contents* tab.
2. In the *Default Slides* area, select the slides you want to automatically include in the table of contents:
 - a. Question Slides
 - b. Pause Zones

To configure when a table of contents will be auto-enabled in the published Viewlet:

1. In the *Preferences* dialog, select the *Table of Content* tab.
2. In the *Auto Enable* area, select your preference:
 - a. Whenever a slide is included
 - b. Never
 - c. Ask Me

SPELLING

In ViewletQuiz5 Professional, you can set preferences for the spell checker.



To select a default dictionary language to use in ViewletQuiz5 Professional:

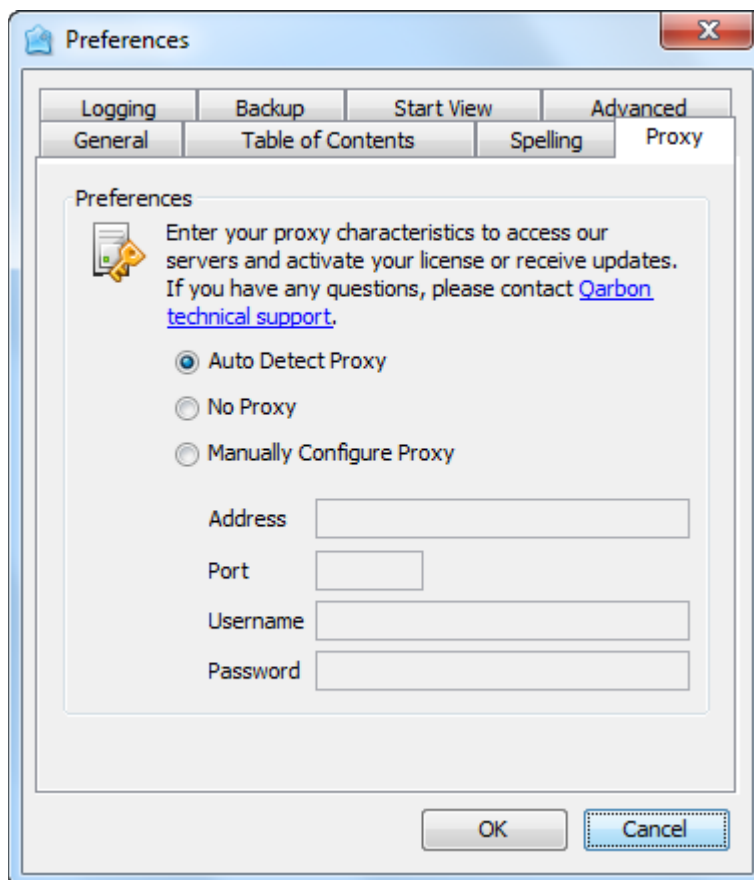
1. In the *Preferences* dialog, select the *Spelling* tab.
2. In the *Spell Checker* area, select a dictionary to use from the drop-down list.
3. Select the checkbox next to any additional settings as needed:
 - a. Ignore words in UPPERCASE
 - b. Ignore words with numbers
 - c. Ignore domain names

Note: To enable/disable the spell checker while working on a Viewlet project, select 'View' from the menu bar. Then select/deselect the 'Spelling Mistakes' option.

ViewletQuiz5 Professional has a baseline dictionary pre-installed with it. You will 'grow' your dictionary as you work with the spell checker in your Viewlet projects.

PROXY

The *Proxy* tab can be used if you encounter firewall issues while activating/deactivating your license, obtaining program updates, etc. while online. Following is information for configuring your proxy server, however, we highly recommend you have your network IT staff handle this if you need to use it.



Auto Detect Proxy

By default, the first option, **Auto Detect Proxy**, is selected. This feature will allow the program to search for and use a proxy server if required (for example, when a firewall prevents license activation or program updates).

No Proxy

If you do not have access to a proxy server or do not want the program to search for it if firewall issues are encountered during license activation or program updates, select the **No Proxy** option.

Manually Configure Proxy

If your company requires you to use a proxy server for any reason, or if you encounter firewall issues while activating your license or obtaining program updates, select the **Manually Configure Proxy** option. Then, after obtaining the applicable information from your network or IT group:

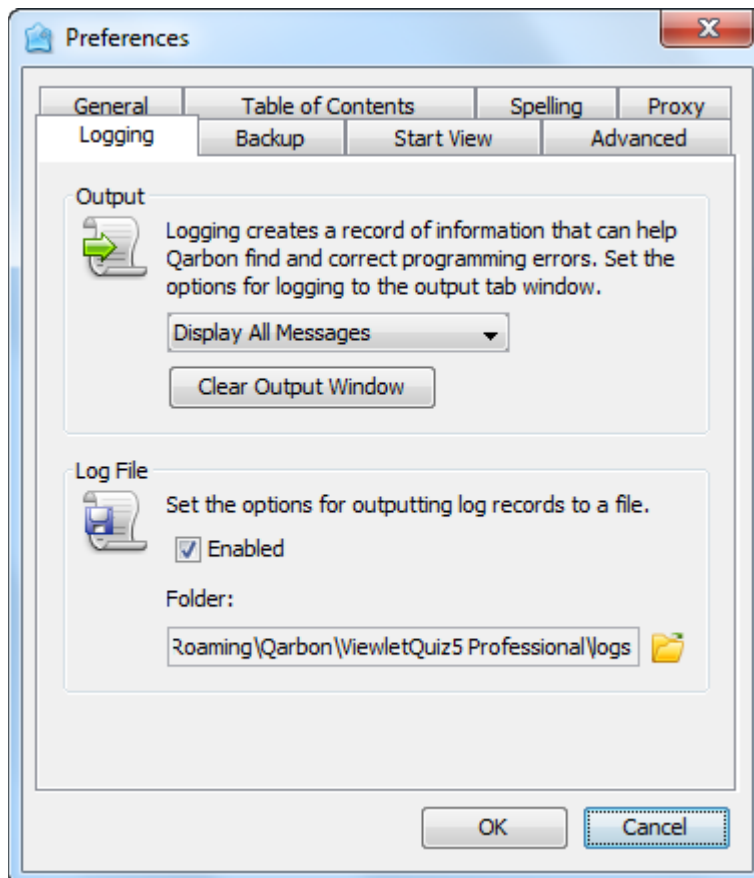
- Enter the proxy server *Address* in the field provided.
- Enter the proxy server *Port* in the field provided.
- Enter the **User Name** in the field provided.
- Enter the **Password** in the field provided.

Once you click **OK** to apply changes in the *Preferences* dialog, if you've made any changes in the *Proxy* tab, a **Warning** will display, prompting you to restart ViewletQuiz5 Professional.

Note: You must restart ViewletQuiz5 Professional each time you change the proxy server settings in the "Preferences" dialog in order for the new settings to take effect.

LOGGING

While ViewletQuiz5 Professional is running, it writes a log that describes in detail what is going on in the background. This is indispensable for tracking down software issues and making ViewletQuiz5 Professional as bug-free as possible. In the *Logging* tab, you can set program defaults for how ViewletQuiz5 handles logging reports and files.



Output

In the *Output* area of the *Logging* tab (*Preferences* dialog), you can set default options for the reporting of information in the *Output* tab, which can be viewed by selecting **View > Output** from the menu bar.

To select Output report options:

1. In the *Preferences* dialog, select the *Logging* tab.
2. In the *Output* area, select an option from the *Report* list. These include:
 - a. Display Errors Only
 - b. Display Errors and Information
 - c. Display All Messages
3. Optional: Click the **Clear Output Dialog** button to clear the information displayed in the *Output* tab.

Log File

In the *Log File* area of the *Logging* tab (*Preferences* dialog), you can enable or disable logging and specify the location where ViewletQuiz5 Professional will save the file.

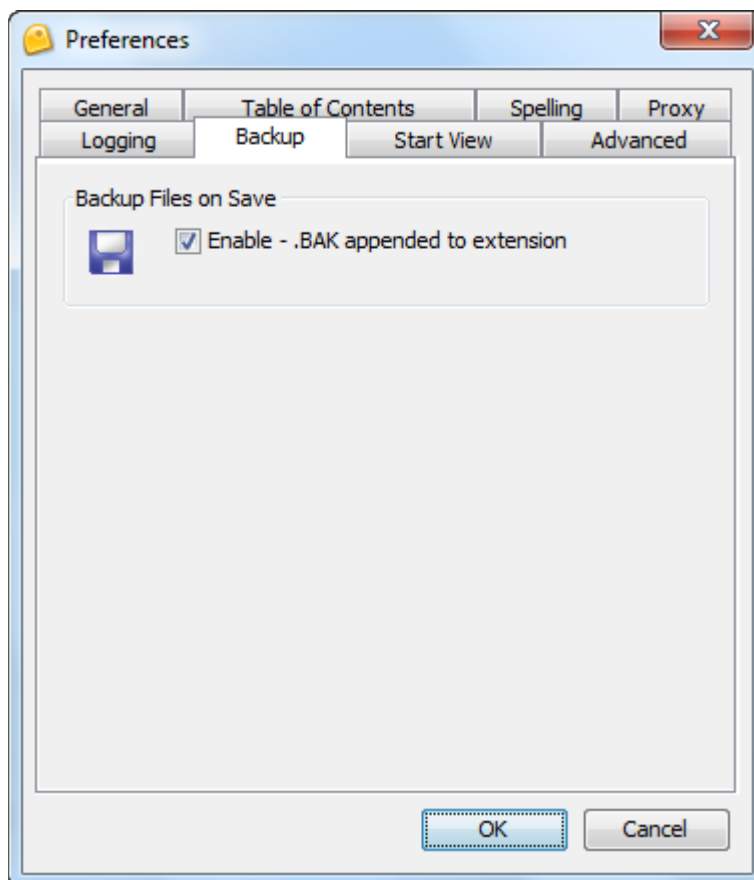
To enable the Logging feature for ViewletQuiz5 Professional:

- In the *Preferences* dialog, select the *Logging* tab.
- In the *Log File* area:
 - Select the **Enabled** option to create a record of information to help Qarbon find and correct program errors.
 - Click the folder icon to locate and select a directory (folder) location to store the log file.

Note: If you ever encounter any issues when working with ViewletQuiz5 Professional, you may be requested to send a log file to Qarbon. This location is where your log file is stored.

BACKUP

Set preferences for creating automatic backup files.



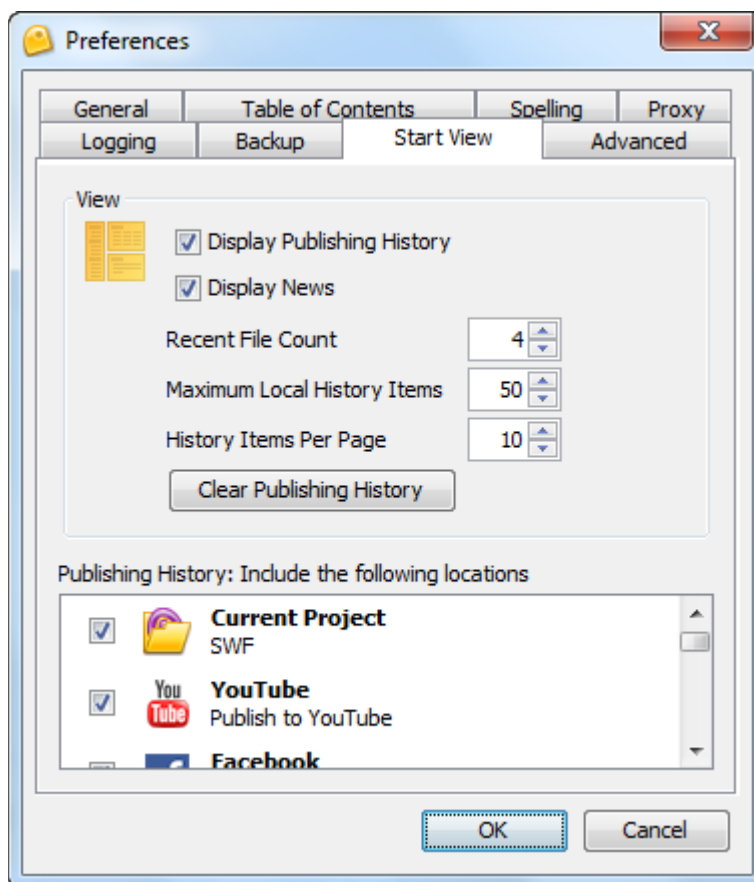
Backup Files on Save

ViewletBuilder can create and update a backup file that can be used to restore a corrupted project from the last 'known' good save. To enable this feature:

1. In the *Preferences* dialog, select the *Backup* tab.
2. In the *Backup Files on Save* area, select the **Enable - .BAK appended extension** option.

START VIEW

When you launch ViewletQuiz5 Professional, a dynamic start page loads and is organized into several quadrants (Actions, Recent Files, Help, Publishing History and News). In the *Start View* tab, you can customize the look of this page (*Preferences > Start View*).



This tab is organized into two areas:

View

In the *View* area, select the options to display on *Start View*:

- **Display Publishing History:** Displays the publishing history of all items published using the *Publishing Dialog*.
- **Display News:** Displays recent news on the *Start View* page.

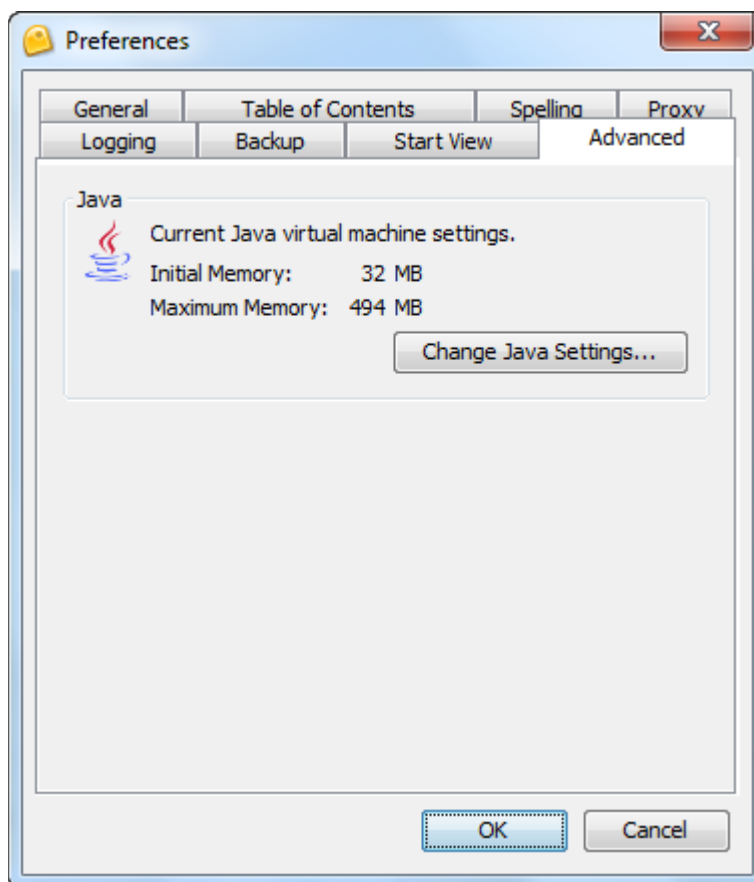
- **Recent File Count:** Set the number of files to display under 'Recent Files'.
- **Maximum Local History Items:** Set the number of "locally" (non-ViewletCentral) published files to display in the 'Publishing History'.
- **History Items Per Page:** Set the number of published items to display on each page of the 'Publishing History'.

Publishing History: Include the following location

The available publishing locations in the list are determined by your selections in the *Publishing Dialog* (covered later in this user guide). Place a checkmark next to each publishing location you want displayed on the *Start View* page.

ADVANCED

The *Advanced* tab displays the current virtual memory usage settings allowable when ViewletQuiz5 Professional is active.



Java

In the *Java* area of this tab, you can review the current settings. To modify these options, click the **Change Java Settings** button. In the *Java Preferences* dialog that displays, in the:

- *Memory* area:
 - Enter a number for the *Initial* memory.
 - Enter a number for *Maximum* memory.
- *VM Options* area:
 - Enter any additional VM scripting as desired.

Once you are finished entering in your information, click **OK** to close this dialog.

APPLYING PREFERENCES

Once you've set all your program preferences, click **OK** to save the settings and to close the *Preferences* dialog.

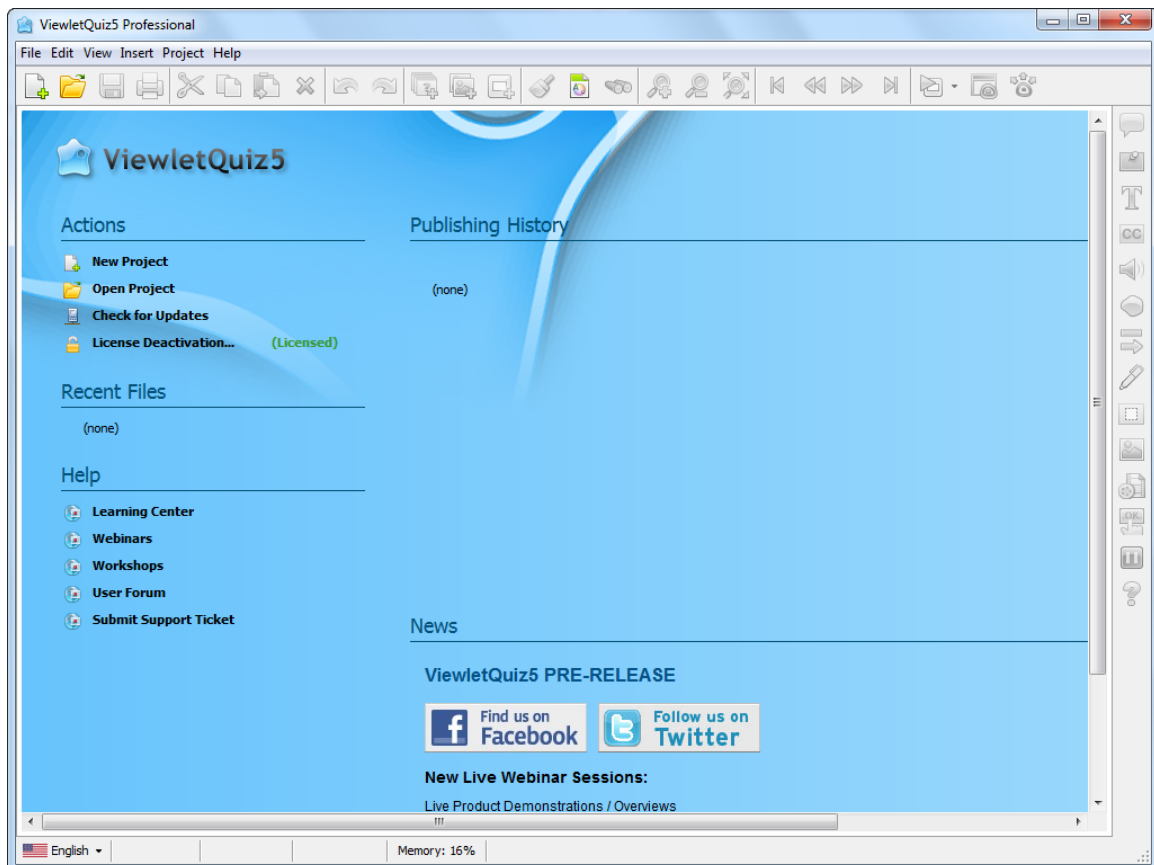
*Note: As described earlier, you can set software preferences back to factory settings by clicking the **Reset Preferences to Default...** button (*Preferences dialog* > *General tab*).*

Graphical User Interface (GUI)

This chapter outlines ViewletQuiz5 Professional's Graphical User Interface (GUI) to help you familiarize yourself with the features and tools you will use while creating your Viewlets.

START VIEW

The *Start View* is what you will see each time you open ViewletQuiz5 Professional or fully close a project. It is organized into various areas for quick access to specific features.



Note: You can customize the Start View in the Preferences dialog (Edit > Preferences).

Actions

The *Actions* area allows you to quickly access new project types, open recent files, check for software updates and manage product licensing.

Recent Files

The *Recent Files* area provides one-click access to previously opened recent projects.

Help

In the *Help* area, you can access Qarbon's Learning Center for self-help resources such as FAQs, user guides and Viewlet tutorials; find out more about training opportunities via webinars and workshops; join and participate in Qarbon's own user forum; and/or get support help using the support ticket option.

Publishing History

The *Publishing History* area provides a high level summary list of anything published from ViewletQuiz5 Professional. The items displayed in this list are determined by the options you set in the *Preferences* dialog (*Preferences* > *Start View*).

News

The *News* area is a dynamic page loaded from Qarbon's servers. It contains information about the latest product releases, an online chat and more!

Refreshing the Start View

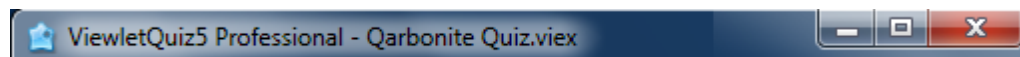
There is a **Refresh** (curved arrow) button available at the right side of the *Start View* page next to the *Publishing History* and the *News* areas. Click one of these buttons to refresh the applicable area to obtain the current publishing history list and/or the latest news from Qarbon.

TOOLBARS, KEYBOARD SHORTCUTS & COMMAND BUTTONS

While working in ViewletQuiz5 Professional, you will find various toolbars and buttons available. This section provides a high level view of each.

Title Bar

Displayed at the top of the program window is the *Title* bar. When there is no project open, it contains the title of the software application (ViewletQuiz5 Professional); however, when you have an open project, it also contains the title of the project file.



Note: When the project title is followed by an asterisk (), this indicates the file needs to be saved.*

On the right side of this bar there are three buttons to minimize, restore down/maximize and close the program window.

Keyboard Shortcuts

ViewletQuiz5 Professional provides access to its features and tools via various keyboard shortcuts. You can find keyboard shortcuts listed next to the regular *Menu* toolbar options (when available) and next to options listed on *Shortcut* menus (when available).

Here is a list of some of the most commonly used keyboard shortcuts:

File Command Shortcuts

Description	Keyboard Shortcut
New	Ctrl+N
Open	Ctrl+O
Save	Ctrl+S
Save As	Ctrl+Shift+S
Print	Ctrl+Shift+P
Exit	Ctrl+Q

Edit Command Shortcuts

Description	Keyboard Shortcut
Undo	Ctrl+Z
Redo	Ctrl+Y
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Delete	Delete
Duplicate Slide	Ctrl+D
Select All	Ctrl+A
Search and Replace	Ctrl+F
Run Macro	Ctrl+K
Jump Down	Shift+Down
Jump Left	Shift+Left
Jump Right	Shift+Right
Jump Up	Shift+Up
Move Down	Down
Move Left	Left
Move Right	Right
Move Up	Up
Arrange > Forward	Ctrl+Right
Arrange > Foreground	Ctrl+Up
Arrange > Backward	Ctrl+Left
Arrange > Background	Ctrl+Down
Edit Next Text	Alt+Right
Edit Previous Text	Alt+Left

Insert Command Shortcuts

Description	Keyboard Shortcut
Balloon	Ctrl+Alt+B
Text Box	Ctrl+Alt+B
Shape	Ctrl+Alt+B
Line	Ctrl+Alt+L
Image	Ctrl+Alt+P
Movie	Ctrl+Alt+M
Pause Zone	Ctrl+Alt+A
Question	Ctrl+Alt+Q
Button	Ctrl+Alt+O
Sound	Ctrl+Alt+D

Project Command Shortcuts

Description	Keyboard Shortcut
Project Properties	Ctrl+M
Publish Viewlet	Ctrl+P
First Slide	Ctrl+Home
Previous Slide	Ctrl+Page Up
Next Slide	Ctrl+Page Down
Last Slide	Ctrl+End
Preview Current Slide	Ctrl+Period
Preview from Current Slide	Ctrl+Space
Preview All Slides	Ctrl+Slash
Preview in Browser	Ctrl+L

Miscellaneous Command Shortcuts

Description	Keyboard Shortcut
Help	F1
Bold	Ctrl+B
Italic	Ctrl+I
Underline	Ctrl+U

Menu Toolbar

Nested below the *Title* bar is the *Menu* toolbar. This toolbar is organized according to categories, offering access to the following operations via a drop-down menu list.

File Edit View Insert Project Help

File Menu

The *File* menu offers options for working with basic file operations.

Menu Option	Description
File > New	Create a new project.
File > Open	Open an existing project
File > Recent Files	Open a recently accessed project from a short list.
File > Close	Close an open project.
File > Save	Save the project.
File > Save As	Save the project to a new file name.
File > Create Archive: VIE	Create an archive (compressed file) of the project's files and folders.
File > Page Layout	Access page layout (publishing) options.
File > Print	Print project slides.
File > Import > Import Slides	Import slides from another project into the current one.
File > Import > Import Question Bank	Import question bank slides from another project into the current one.
File > Import > Text for Translation	Import text coding from an XML file previously exported from the project for translation purposes.
File > Import > Publishing Locations	Import publishing locations.
File > Export > Text for Translation	Exports an XML file with the entire project's text and text attributes for translation purposes.
File > Export > Sounds	Export sounds from the project.
File > Export > Publishing Locations	Export currently selected publishing locations.
File > Exit	Exit from the authoring application.

Edit Menu

The *Edit* menu offers project editing options.

Menu Option	Description
Edit > Undo	Undo the last action.
Edit > Redo	Redo the last Undo action.
Edit > Cut	Cut the selection to the clipboard.
Edit > Copy	Copy the selection to the clipboard.
Edit > Paste	Paste the last element cut/copied from the clipboard.
Edit > Delete	Delete the selection.
Edit > Duplicate Slide	Duplicate the selected slide.
Edit > Select All	Select all elements.
Edit > Clear Selection	Clear all selections.
Edit > Search and Replace	Search for (and replace) text.
Edit > Rotate > Rotate 90° Right	Rotate the selection 90° right.
Edit > Rotate > Rotate 90° Left.	Rotate the selection 90° left.
Edit > Load Macro	Load the selected macro.
Edit > Run Macro	Run the loaded macro.
Edit > Arrange > Foreground	Move the selection to the top of the stack.
Edit > Arrange > Forward	Move the selection forward in the stack.
Edit > Arrange > Backward	Move the selection backward in the stack.
Edit > Arrange > Background	Move the selection to the bottom of the stack.
Edit > Distribute > Left Edges	Distribute selections along left edges.
Edit > Distribute > Top Edges	Distribute selections along top edges.
Edit > Distribute > Right Edges	Distribute selections along right edges.
Edit > Distribute > Bottom Edges	Distribute selections along bottom edges.
Edit > Distribute > Horizontal Center	Distribute selections along horizontal center.
Edit > Distribute > Vertical Center	Distribute selections along vertical center.
Edit > Size > Make Same Width	Make selections the same width.
Edit > Size > Make Same Height	Make selections the same height.
Edit > Size > Make Same Size	Make selections the same size.
Edit > Timing > Same Start Time	Display selections using the same start time.
Edit > Timing > Same End Time	Display selections using the same end time.
Edit > Timing > Same Start and End Time	Display selections using the same start and end times.
Edit > Timing > Display Until Last End Time	Display selections until the last end time (for all selections).

Menu Option	Description
Edit > Timing > Sequence Times	Display selections in a sequence.
Edit > StyleBuilder	Pack and unpack style files.
Edit > Preferences	Set/modify baseline program preferences.

View Menu

The *View* menu offers project viewing options.

Menu Option	Description
View > Zoom In	Zoom in on the slide.
View > Zoom Out	Zoom out from the slide.
View > Fit Slide	Adjust zoom level so entire slide is in view.
View > Zoom Level > 200%	Zoom to 200%.
View > Zoom Level > 175%	Zoom to 175%.
View > Zoom Level > 150%	Zoom to 150%.
View > Zoom Level > 125%	Zoom to 125%.
View > Zoom Level > 100%	Zoom to 100%.
View > Zoom Level > 75%	Zoom to 75%.
View > Zoom Level > 50%	Zoom to 50%.
View > Zoom Level > 25%	Zoom to 25%.
View > Spelling Mistakes	Enable/disable spell checker.
View > Event Icons	Display/hide event icons.
View > Attached Sound Icons	Display/hide sound icons.
View > Pair Links	Display/hide pair links.
View > Floating Guides	Display/hide floating guides.
View > PauseZone Icons	Display/hide PauseZone icons.
View > Master Layer	Display/hide the master layer applied to the slide.
View > Timing Links	Display/hide timing links.
View > ToolTips	Display/hide tooltips.
View > Status Bar	Display/hide status bar.
View > Tabs > Slides	Display/hide the Slides tab.
View > Tabs > Stylesheets	Display/hide the Stylesheets tab.
View > Tabs > Browser	Display/hide the Browser tab.
View > Tabs > Timeline	Display/hide the Timeline tab.
View > Tabs > Slide Notes	Display/hide the Slide Notes tab.
View > Tabs > Masters	Display/hide the Masters tab.
View > Tabs > Question Banks	Display/hide the Question Banks tab.

Menu Option	Description
View > Tabs > Output	Display/hide the Output tab.
View > Tabs > Problems	Display/hide the Problems tab.

Insert Menu

The *Insert* menu offers options for inserting slides, elements, media, effects and interactive elements.

Menu Option	Description
Insert > Slides > Blank Slide	Insert blank slide.
Insert > Slides > Image Slides	Insert image slides.
Insert > Slides > Question Slides	Insert question (quiz or survey) slides.
Insert > Slides > Question Bank	Create a new question bank.
Insert > Elements > Balloon	Insert a balloon.
Insert > Elements > Note	Insert a note.
Insert > Elements > Text Box	Insert a text box.
Insert > Elements > Closed Caption	Insert a closed caption element
Insert > Elements > Shape	Insert a shape.
Insert > Elements > Line or Arrow	Insert a line or arrow.
Insert > Elements > Color Highlight	Create a color highlight.
Insert > Elements > Matte	Create a matte highlight.
Insert > Media > Cursor	Hide/display the cursor.
Insert > Media > Sound	Insert a sound.
Insert > Media > Image	Insert an image.
Insert > Media > Movie	Embed a movie (SWF or FLV) file.
Insert > Interactive > Button	Create an interactive button.
Insert > Interactive > PauseZone	Insert a pause.
Insert > Interactive > Question	Insert a question (quiz or survey).

Project Menu

The *Project* menu offers options for accessing project properties; previewing, publishing, resizing and cropping project; splitting and merging slides; and running project validation.

Menu Option	Description
Project > Project Properties	Open the Project Properties dialog.
Project > Publish Viewlet	Open the Publish dialog.
Project > Display Publishing Profile	Display project's publishing information.
Project > Open Project Folder	Open the project folder.
Project > Preview Current Slide	Preview the current slide.
Project > Preview from Current Slide	Preview the project from the current slide to the end.
Project > Preview All Slides	Preview all the project slides.
Project > Preview in Browser	Preview the compiled project without publishing.
Project > First Slide	Go to first slide.
Project > Previous Slide	Go to previous slide.
Project > Next Slide	Go to next slide.
Project > Last Slide	Go to last slide.
Project > Resize Project	Resize the project and project elements.
Project > Crop Project	Crop the height and width of the project slides.
Project > Split Slide	Split a slide into two slides.
Project > Merge Slides	Merge two slides into one slide.
Project > Validate Project	Check the project for common design errors.

Help Menu

The *Help* menu offers options for self-help resources, ViewletCentral publishing, additional training, creation/branding, license activation/deactivation, program updates, support and 'About' information.

Menu Option	Description
Help > Learning Center	Access Qarbon's online Learning Center.
Help > User Forum	Access Qarbon's online User Forum.
Help > ViewletCentral	Access Qarbon ViewletCentral.
Help > Webinars	Open Qarbon's online FREE webinars schedule.
Help > Workshops	Review current workshop training opportunities.
Help > Creating & Branding	Contact Qarbon for ViewletDesign services such as ViewletCreation, ViewletPolishing, creating custom skins and related 'branding' services.
Help > License Activation/Deactivation	Activate/deactivate the program license.














Menu Option	Description
Help > Check for Updates	Check for and install current program updates.
Help > Submit Support Ticket	Submit a support issue to Qarbon.
Help > About ViewletQuiz5	Access additional information about the program in the About dialog.






Main Toolbar

The *Main* toolbar sits below the *Menu* bar. It is a static toolbar (meaning its options never change) with buttons providing one-click access to many features found in the *Menu* bar. When a button is grayed out, it indicates that option is not currently available.



Buttons include:

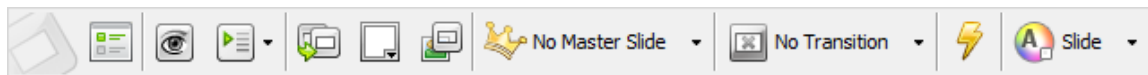
MAIN TOOLBAR		
Button		Description
	New	Create a new project.
	Open	Open a project.
	Save	Save a project.
	Print	Print a project.
	Cut	Cut the selection to the clipboard.
	Copy	Copy the selection to the clipboard.
	Paste	Paste the last item cut/copied from the clipboard.
	Delete	Deletes the selection.
	Undo	Undo the last action.
	Redo	Redo the last Undo action.
	Insert Blank Slide	Insert a blank slide.
	Insert Image Slides	Insert image slides.
	Insert Question Slides	Insert new quiz or survey question slides.

MAIN TOOLBAR		
Button		Description
	Format Painter	Open the Format Painter tool.
	Stylesheets	Display/hide the Stylesheets tab.
	Search and Replace	Search for (and replace) text.
	Zoom In	Zoom in on a slide.
	Zoom Out	Zoom out from a slide.
	Fit Slide	Adjust zoom level so entire slide is in view.
	First Slide	Go to first slide.
	Previous Slide	Go to previous slide.
	Next Slide	Go to next slide.
	Last Slide	Go to last slide.
	Preview Current Slide	Preview the current slide.
	Preview from Current Slide	Preview the project from the current slide to the end.
	Preview All Slides	Preview all the slides in the project.
	Preview in Browser	Preview the compiled project without publishing.
	Stop Preview	Stop the preview mode.
	Project Properties	Open the Project Properties dialog.
	Publish Viewlet	Open the Publish Viewlet dialog.

Context Sensitive Toolbars

The *Context Sensitive* (second-level) toolbar is a dynamic toolbar located below the *Main* toolbar. Its button options change depending on what is selected. And, like other toolbars, if a button is grayed out, it indicates the tool is not currently available.

An example of one of the most common of these is the *Slide* Context Sensitive toolbar, which displays when a slide along the Main Timeline is selected.












Sample Context Sensitive Toolbar (with options for working with selected slide on the Main Timeline)





The various Context Sensitive toolbars found throughout ViewletQuiz5 Professional are too numerous to adequately cover in this overview section, so each is detailed (where applicable) in its respective chapter.

Object Toolbar

The *Object* toolbar (located at the right side of application window) contains buttons for working with different slide objects. Like the other toolbars, if a button is grayed out, it indicates the tool is not currently available.

Buttons include:

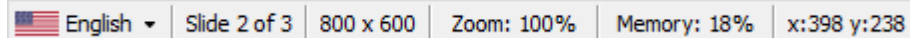
OBJECT TOOLBAR		
Button		Description
	Insert Balloon	Insert a balloon.
	Insert Note	Insert a note.
	Insert Text Box	Insert a text box.
	Insert Closed Caption	Insert closed caption text.
	Insert Sound	Open the Sound dialog.
	Insert Shape	Insert a (rectangle, ellipse, lasso, poly lasso) shape.
	Insert Line or Arrow	Insert a line or an arrow.
	Insert Color Highlight	Insert a color highlight.
	Insert Matte	Insert a matte highlight.

OBJECT TOOLBAR		
Button		Description
	Insert Image	Insert an image file.
	Insert Movie	Open the Insert Movie dialog.
	Insert Button.	Insert an interactive button.
	Insert Question	Insert a question.

Status Bar

The *Status Bar* is located at the bottom of the application window and displays the status of project information such as:

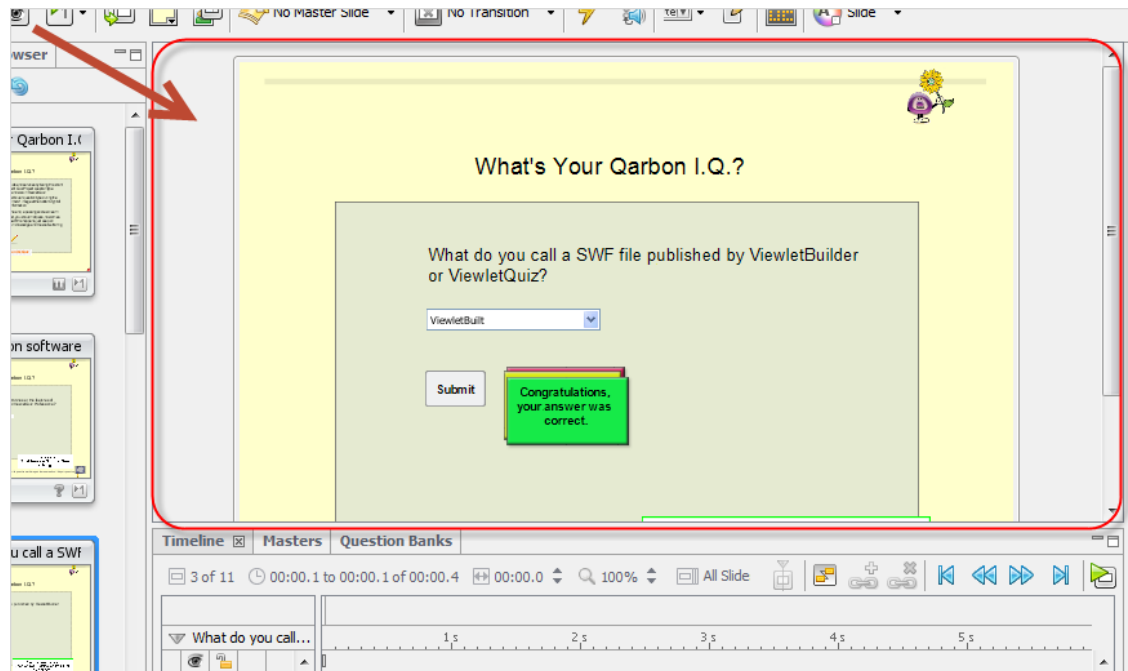
- Language preference (for the application interface)
- Currently selected slide number of total number of slides
- Slide size (width and height)
- Zoom level
- Percent of available memory used
- x and y coordinates of selection cursor



Note: To display/hide the Status Bar, select/deselect it from the View menu.

SLIDE EDITING AREA

The active slide is displayed in the *Slide Editing* area. This is where you edit slide objects directly on the slide itself, can preview the project animation/playback inside the application and perform related project editing/reviewing operations. This area is hidden when any of the other tabs are maximized.



TAB VIEWS

The workspace areas inside ViewletQuiz5 Professional are organized into *Tab* views. Each Tab view provides access to specific project editing tools such as:

- Slides
- Stylesheets
- Browser
- Timeline
- Slide Notes
- Masters
- Question Banks
- Output
- Problems

You can opt to display/hide a Tab view by selecting/deselecting it from the *View > Tabs* menu bar. Tabs can be docked to the left, bottom or right of the application window.

Organizing Workspace Tab Views

This section provides instructions for organizing your workspace for optimal workflow with Tab views.

To **DISPLAY / HIDE** a tab:

1. Select **View > Tabs** from the Menu bar.
2. To display a tab, select it from the list. When selected, a checkmark will display next to it.
3. To hide a tab, deselect it from the list to remove the checkmark next to it.

To **EXPAND / MINIMIZE / MAXIMIZE** a tab:

1. Select the **Expand** button to expand the tab to full view.
2. Select the **Minimize** button to minimize all active tabs.
3. Select the **Maximize** button to restore all active tabs to their previous states.

To **RELOCATE** a tab:

1. Point your left mouse button over the desired tab.
2. Hold down your left mouse button and drag the tab to the desired location (left, right, bottom of workspace).
3. Let go of the left mouse button to drop the tab in its new docked location.

To **RESIZE** a tab:

1. Point your cursor over the edge of the tab until the cursor shape changes to a double arrow shape.
2. Hold down the left mouse button and drag the edge to resize it.
3. Let go of the left mouse button to finish the resize operation.

TO **MOVE** between active tabs:

1. If multiple tabs are displayed, only one tab can be in view at a given time. Click on the tab you want to work on to bring it to the front of the active tabs.
2. Repeat this action to move between tabs.

To **CLOSE** (hide) a tab:

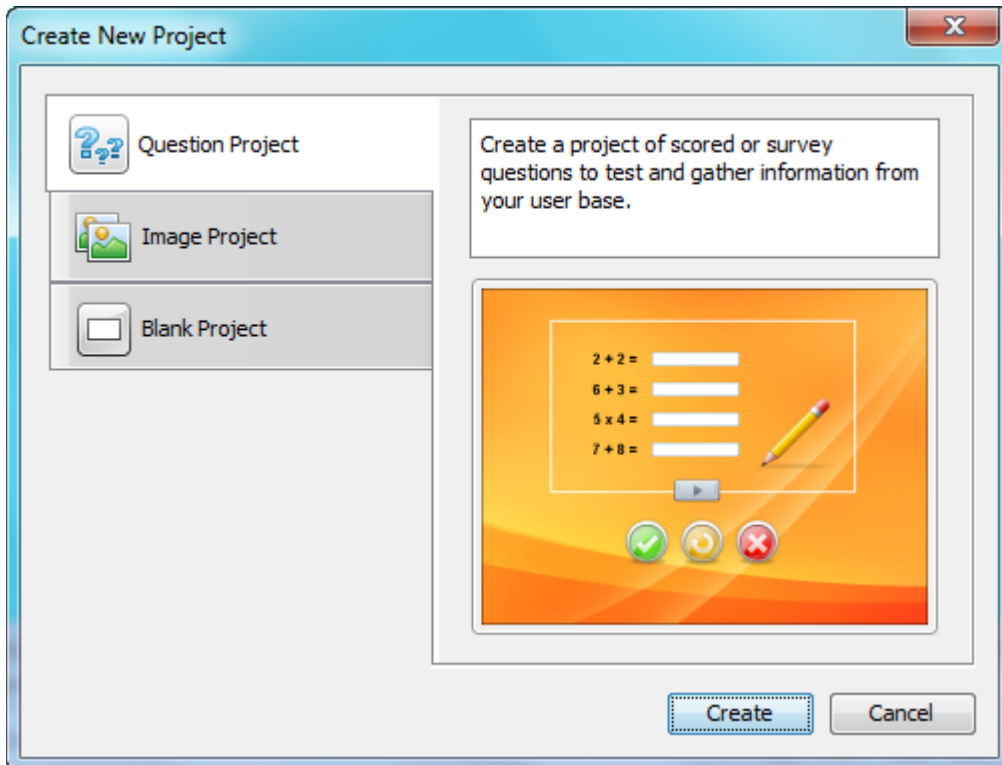
1. Select the desired tab to bring it to the front of the tabs.
 - Click the "X" (top right edge) to close the tab.

Each *Tab* view is discussed in further detail throughout this guide.

Create New Project Dialog

There are several different project types available in ViewletQuiz5 Professional:

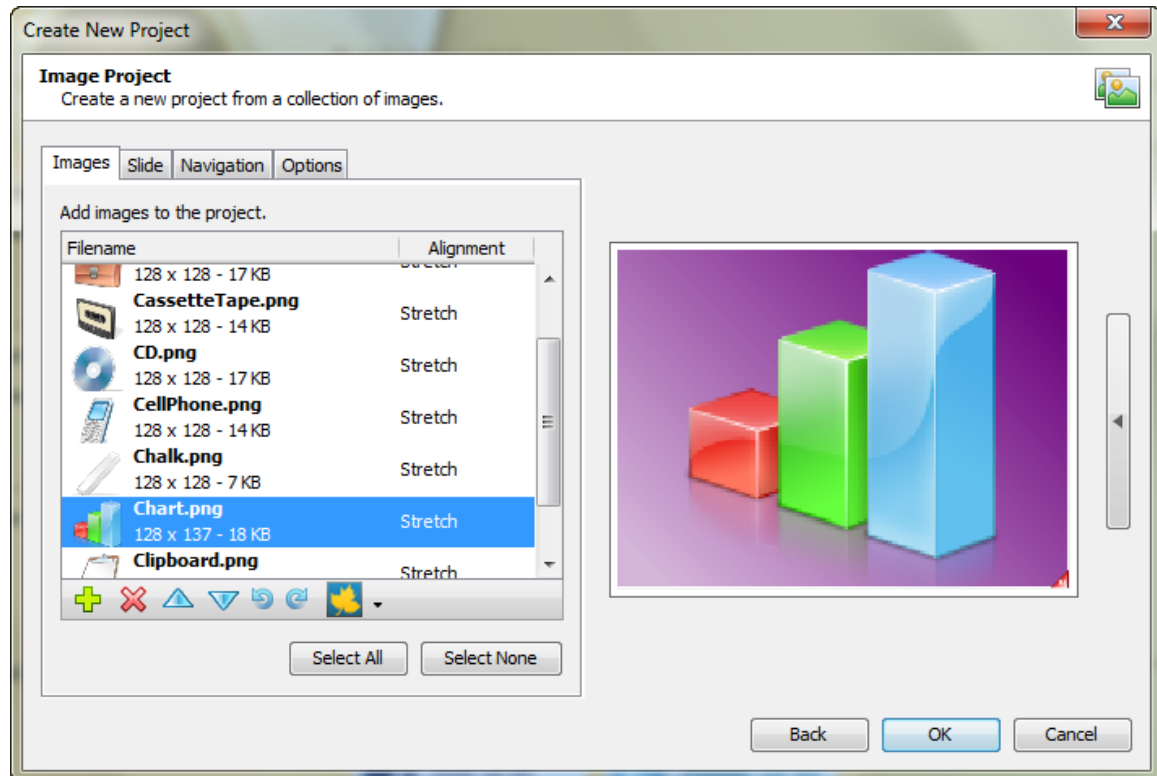
- Image Project
- Question Project
- Blank Project



The following sections provide information regarding each new project type available in ViewletQuiz5.

IMAGE PROJECT

The *Image Project* lets you create a slideshow from images on your system. Images are converted to background frames (one image per slide).



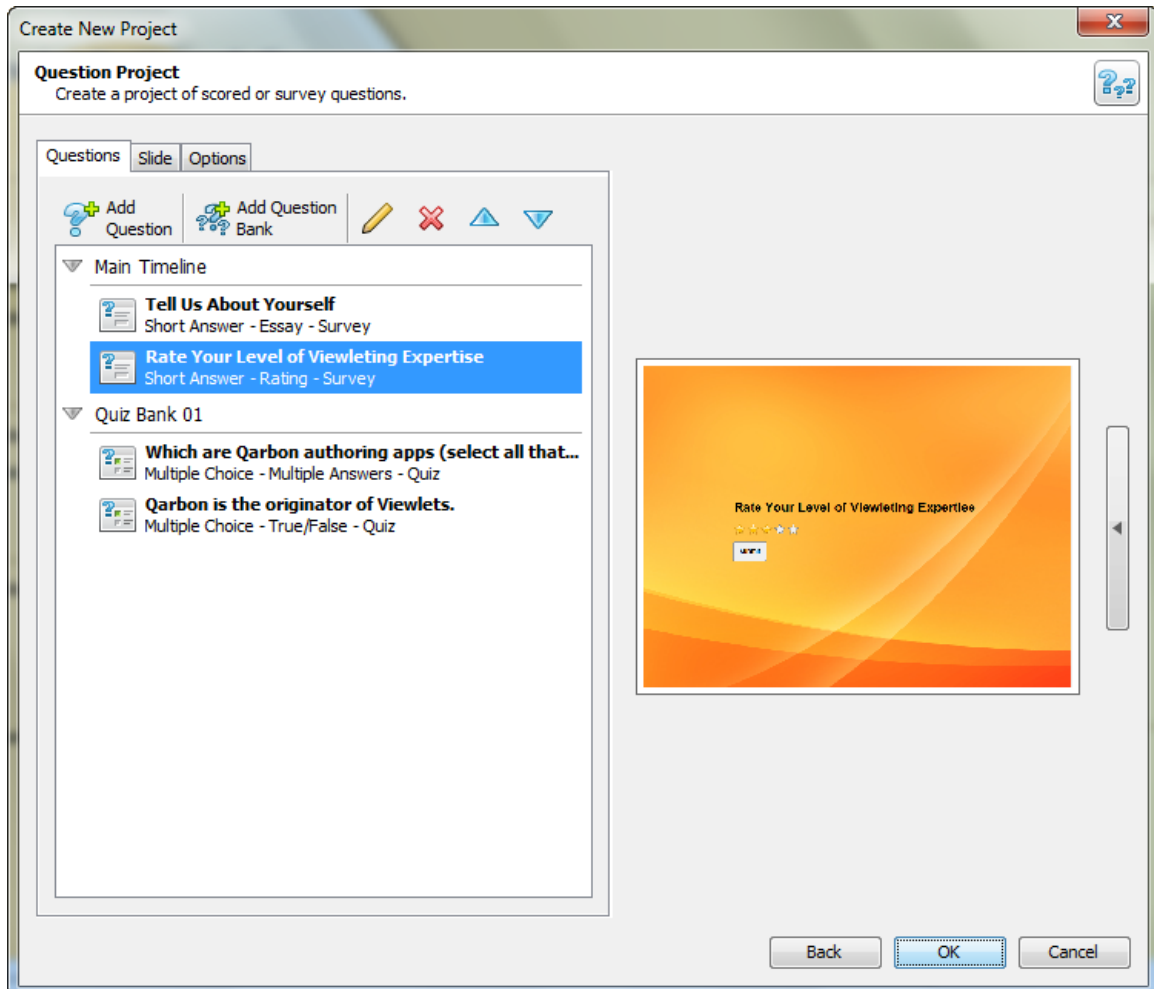
1. Open the *Create New Project* dialog. There are several ways to do this:
 - a. Select **File > New** from the Menu bar, or
 - b. Click the **New Project** link (*Start View page > Actions area*), or
 - c. Click the **New** button from the Main toolbar.
2. The *Create New Project* dialog displays a list of new project types. Select **Image Project** then click the **Create** button to continue to the next screen.
3. Several tabs display. Go through each to make your selections:
 - a. *Images* tab: You will select images to use in your project. Supported formats include GIF, JPG, JPEG, PNG, BMP, TIF and TIFF.
 - i. Click the **Add** button to search for and select image files.
 - ii. Click **Open** to load the images.
 - iii. Select an image to preview it (in the preview area).
 - iv. To rotate one or more images, make your selections and then click the **Rotate Left** or **Rotate Right** button.
 - v. To organize the list of images, select an image and click the **Move Up** or **Move Down** button.

- vi. To determine how you want an image aligned on the project slide, select the image, click the **Alignment** button and make your selection.
 - vii. To remove an image from the list, select it and click the **Delete** button.
- b. *Slides* tab: Select the options for the project slide sizes for the image files.
- i. **Custom**: Set a custom width and height.
 1. Enter a number in the *Width* field.
 2. Enter a number in the *Height* field.
 - ii. **Standards**: Select from a list of standard resolutions, or create a new standard to add to the list.
 1. To **CREATE** a new *Standard Resolution*:
 - a. Select the **Standards – Select a standard window size** option from the list.
 - b. Click the **Add Standard** button. The *Standard Resolution* dialog displays.
 - c. Enter a *Name* for the new standard.
 - d. Enter a number for both the *Width* and the *Height*.
 - e. Click **OK**.
 2. To **MODIFY** an existing *Standard Resolution*:
 - a. Select **Standards – Select a standard window size** option from the list.
 - b. Click the **Modify Standard** button. The *Standard Resolutions* dialog displays.
 - c. Edit your options as needed.
 - d. Click **OK** to save the changes.
 3. To **DELETE** an existing *Standard Resolution*:
 - a. Select **Standards – Select a standard window size** option from the list.
 - b. Select the standard you want to remove.
 - c. Click the **Delete** button.
 - d. Click **Yes** to confirm the deletion.

- iii. *Navigation* tab: Set navigational elements for project slides.
 1. In the *Slide duration* area, enter a number for the default amount of time each slide will display (in seconds).
 2. In the *General Options* area, select/deselect the option to add a pause zone to each project slide.
 - iv. *Options* tab: Choose a stylesheet and slide transitions for the project.
4. Click **OK** to convert the images to project slides (as background frames) ready for editing.

QUESTION PROJECT

The *Question Project* type allows you to integrate scored slides and simple survey question slides into a single Viewlet project. Or, if you prefer, use the Question Project to create an entire quiz project (for testing purposes) or an entire survey project (for gathering information from a user base).



Question Types

There are several different question types available and can be used for quizzes (scored) or surveys (not scored) depending on the selected Scoring Mode. Let take a look at the different question types available.

Short Answer – Fill in the Blank

This question type requires the user to fill in the blank with a single answer.

The square root of 81 is _____.

Short Answer – Selection from List

This question type requires the user to select a single answer from a list.

Who was the first President of the United States?

Short Answer – Rating

This question type requires the user to select a single rating from a given scale.

Rate Qarbon's customer service.



Short Answer – Essay

This question type allows the user to type in one or more words, sentences or paragraphs (essay style) to respond.

Describe how you use Viewlets.

Multiple Choice – Single Answer

This question type requires the user to select a single answer from a list with two or more choices.

What is $2 + 2$?

- 9
- 4
- 3

Multiple Choice – Multiple Answers

This question type requires the user to select a single or multiple answers from a list with two or more choices.

Which of these numbers are Prime?

- 2207
- 3492
- 4409

Multiple Choice – Fill in the Blanks

This question type requires the user to type in a response in one or more “fill in the blank” entry fields.






I am ___ feet tall and weigh ___ pounds.

Height: Weight:

Multiple Choice – Selection from Lists

This question type requires the user to select an answer from one or more lists.

Match the logo to the Qarbon product from each list.

	ViewletBuilder Enterprise ▼
	ViewletBuilder Professional ▼
	ViewletQuiz ▼
	ViewletCam ▼
	ViewletCentral ▼

Multiple Choice – Rating

This question type requires the user to select one or more ratings from a single or multiple rating scales.

Rate these Viewlet authoring products.

ViewletBuilder	★ ★ ★ ★ ★
ViewletQuiz	★ ★ ★ ★ ★
ViewletCam	★ ★ ★ ★ ★

Multiple Choice – True/False

This question type requires the user to select an answer from one of only two possible choices.

Qarbon's "HQ" is in San Jose, CA.

True False

Likert Scale

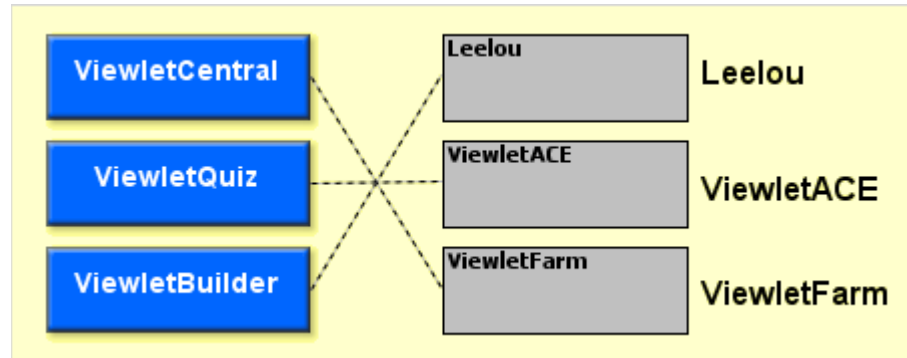
This question type requires the user to select an answer based on their specific level of agreement to a specific statement.

Viewlets are cutting-edge when it comes to E-Learning.

Strongly Disagree **Disagree** **Undecided** **Agree** **Strongly Agree**

Drag and Drop

This question type requires the user to match up items by dragging their response(s) across columns.

**Click Map**

This question type requires the user to click on one or more areas of the screen in order to respond.

Select Qarbie, Qarbon's mascot, from the images below.

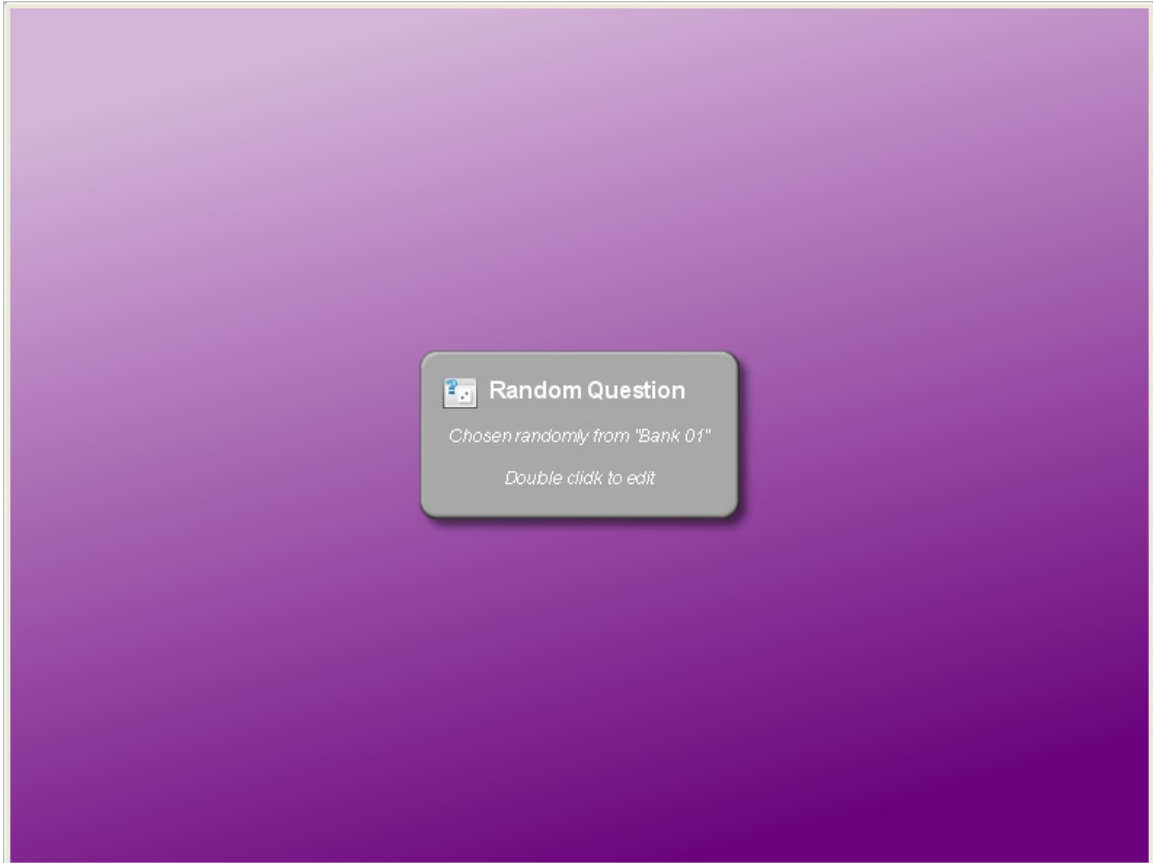
 **Area 1**

 **Area 2**

 **Area 3**

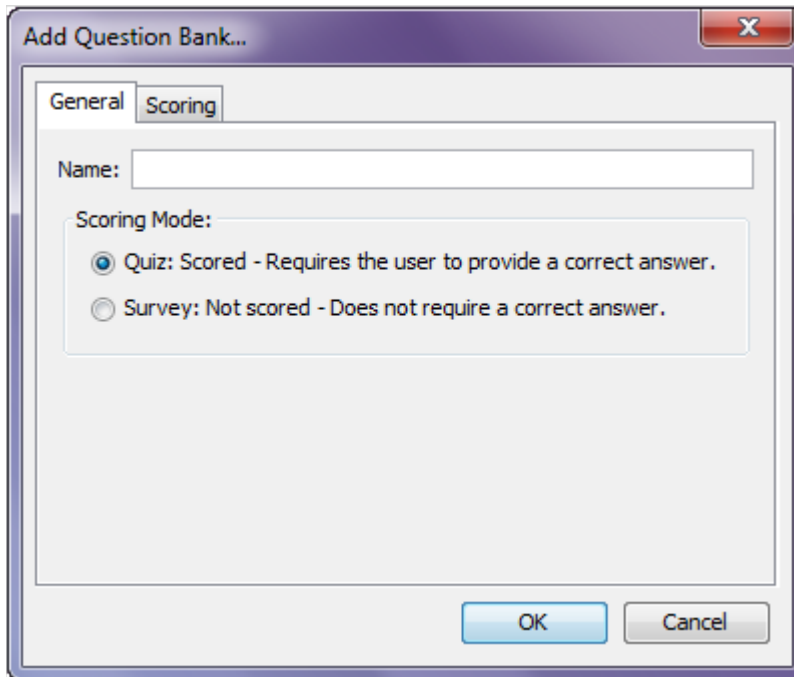
Random Question

This question type is used to randomly pull a question from a specified Question Bank each time the published file is viewed.



Question Banks

Question Banks provide a way to have your project randomly display different quiz and survey questions each time your Viewlet is played. Working in conjunction with the *Random Question* type, you can create one or more Question Banks for quiz or survey questions.



1. To **CREATE** a Question Bank:
 - a. Click the **Add a Question Bank** button.
 - b. In the *Add Question Bank* dialog that displays, there are two tabs:
 - i. *General* tab:
 1. Enter a title for the Question Bank in the **Name** field.
 2. In the *Scoring Mode* area, select whether questions in this bank will all be treated as **Quiz** (scored) or **Survey** (not scored).
 - ii. *Scoring* tab: The selections available in this tab are determined by the *Scoring Mode* selection made in the *General* tab.

Quiz (Scoring Mode)

1. Select **Override Settings in Project Properties** to use the settings you configure in this dialog.
2. In the *Points* area, enter a number for the total points to be used for each quiz question in the bank.
3. In the *Attempts* area, enter a number for the total number of allowed attempts for each quiz question in the bank.

4. In the *Reanswer* area, select/deselect the **Question can be reanswered on backwards navigation** option.
5. In the *Time* area, to enable a time limit for each quiz question, select the **Enable a time limit for the question** and then enter a number for **Hours**, **Minutes** and **Seconds**.

Survey (Scoring Mode)

1. Select **Override Settings in Project Properties** to use the settings you configure in this dialog.
 2. In the *Reanswer* area, select/deselect the **Question can be reanswered on backwards navigation** option.
 3. In the *Time* area, to enable a time limit for each survey question, select the **Enable a time limit for the question** and then enter a number for **Hours**, **Minutes** and **Seconds**.
 - c. Click **OK** to create the Question Bank.
2. To **MODIFY** a Question Bank:
- a. Select the Question Bank.
 - b. Click the **Modify** button.
 - c. Make your edits as needed in the *General* and *Scoring* tabs.
 - d. Click **OK** to apply the changes.
3. To **DELETE** a Question Bank:
- a. Select the Question Bank.
 - b. Click the **Delete** button.
 - c. Click **Yes** to confirm the deletion.

Creating a New Question Project

If you haven't done so already, review the previous two sections on 'Question Types' and 'Question Banks'. Once you have done this, you are ready to create a new Question Project.

1. Open the *Create New Project* dialog. There are several ways to do this:
 - a. Select **File > New** from the Menu bar, or
 - b. Click the **New Project** link (*Start View* page > *Actions* area), or
 - c. Click the **New** button from the Main toolbar.
2. The *Create New Project* dialog displays a list of new project types. Select **Question Project** then click the **Create** button to continue to the next screen.

3. Several tabs display with options for your new project. These include:
 - a. *Questions* tab: Questions may be added to the Main Timeline or a Question Bank. You can create new Question Banks at this point.
 - i. Add a question to the Main Timeline: You must add at least one question to the Main Timeline in order to create a new project. To do this:
 1. Select **Main Timeline** from the list.
 2. Click the **Add Question** button. The *Question* dialog displays.

Following are steps for selecting options for the 'non-Random Question types' and for 'Random Question' types.

- a. Regular (non-Random) Questions:
 - i. Select a *Question Type* from the list.
 - ii. Enter a question or statement in the **Question** field. This will be used as the question text.
 - iii. Select a *Scoring Mode* (quiz-scored; survey-not scored).
 - iv. Select a *Style* to apply to the question slide.

OR

- b. Random Question:
 - i. Select **Random Question** from the *Question Type* list.
 - ii. If no Question Banks are available:
 1. Click the **Add a Question Bank** button.
 2. In the *Add Question Bank* dialog, complete the options for creating a new Question Bank in the *General* and *Scoring* tabs (as outlined in the previous section).
 3. Click **OK** to close this dialog and continue on to next step.
 - iii. Select a **Question Bank** from the list.
 - iv. Select a value for the **Number of questions to pull** from this bank.

3. Click **OK** to save selections and to close the *Question* dialog. The question is added to the Main Timeline in the list.

4. Repeat these steps for every question you want to add to the Main Timeline.
- ii. Add a question to a Question Bank:
1. Create one or more Question Banks (as described previously) to add to the list.
 2. Select the desired **Question Bank** from the list.
 3. Click the **Add Question** button. The *Question* dialog displays.
 4. Select a *Question Type* from the list (the Random Question type is not available at this step).
 5. Enter a question or statement in the **Question** field. This will be used as the question text.
 6. The *Scoring Mode* is determined by the Question Bank, so options here are grayed out.
 7. Select a *Style* to apply to the question slide.
 8. Click **OK** to save selections and to close the *Question* dialog. The question is added to the selected Question Bank.
 9. Repeat these steps for every question you want to add to a Question Bank.
- iii. Modify a Question or Question Bank:
1. Select the Question or Question Bank from the list.
 2. Click the **Modify** button. The *Question* dialog displays.
 3. Edit options as needed.
 4. Click **OK** to save edits and to close the dialog.
- iv. To organize items in the list:
1. Select the desired Question or Question Bank.
 2. Click the **Move Up / Move Down** button to move the selection up / down in the list.

- v. To remove items from the list:
 1. Select the desired Question or Question Bank.
 2. Click the **Delete** button.
 3. A *Warning* dialog may display. Read the information and:
 - a. (If applicable) Click **OK** to close it, resolve the issue and start back at step 1 to remove the item from the list, or
 - b. (if applicable) Click **Yes** to confirm the deletion and remove the selection from the list.
 - vi. Preview Options:
 1. Click the **right arrow / left arrow** to display / hide the preview area.
 2. To preview an item in the list:
 - a. Select the desired item in the list.
 - b. Click the **right arrow** to display the preview pane (if needed) to preview the selection (not all items will have a preview available).
- a. *Slides* tab: Select the options for the project slide sizes.
- i. **Custom:** Set a custom width and height.
 1. Enter a number in the *Width* field.
 2. Enter a number in the *Height* field.
 - ii. **Standards:** Select from a list of standard resolutions, or create a new standard to add to the list.
 1. To **CREATE** a new *Standard Resolution*:
 - a. Select the **Standards – Select a standard window size** option from the list.
 - b. Click the **Add Standard** button. The *Standard Resolution* dialog displays.
 - c. Enter a *Name* for the new standard.
 - d. Enter a number for both the *Width* and the *Height*.
 - e. Click **OK**.
 2. To **MODIFY** an existing *Standard Resolution*:
 - a. Select **Standards – Select a standard window size** option from the list.
 - b. Click the **Modify Standard** button. The *Standard Resolutions* dialog displays.

- c. Edit your options as needed.
 - d. Click **OK** to save the changes.
 3. To **DELETE** an existing *Standard Resolution*:
 - a. Select **Standards – Select a standard window size** option from the list.
 - b. Select the standard you want to remove.
 - c. Click the **Delete** button.
 - d. Click **Yes** to confirm the deletion.
 - b. *Options* tab: Choose a stylesheet for the project.
5. Click **OK** to convert the selections to project question slides ready for editing.

Question Randomization & Choice Shuffling

ViewletQuiz5 Professional features tools that allow you to randomize question type slides and the order of answers each time the viewer plays back the Viewlet. This ensures that the assessment content is fresh each time it is viewed. This section provides some information on how these tools work.

Question Randomization

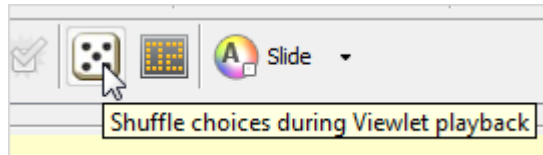
Following are the steps for designing questions that, on Viewlet playback, will be randomly displayed to the viewer. For the most part, you can build these steps in any order, but the recommended flow is:

1. **Create one or more question banks.** The question bank will determine the scoring mode (scored, not scored) of the question slides contained within it. You can create question banks when creating a new *Question Project* type or while editing your project. Please refer to the various sections within this guide for more information on creating question banks.
2. **Populate the question banks with question slides.** At this step, you create all of the question type slides you need for each bank. This can be done when creating a new *Question Project* type or while editing your project. Please refer to the various sections within this guide for more information on question slides in question banks.
3. **Add Random Question slides on the Main Timeline.** This is the 'key' to the whole randomization process. You must insert ONE Random Question type slide for EACH question you want randomly generated. Each of these slide types can pull one question randomly from a selected question banks. Please refer to the various sections within this guide for more information on the Random Question slide type.

Choice Shuffling

This feature allows you to design your question slides so that each time the Viewlet is played back, the order of the answers (choices) are shuffled randomly. Not all question types can use this feature, but when available, it's easy to set up.

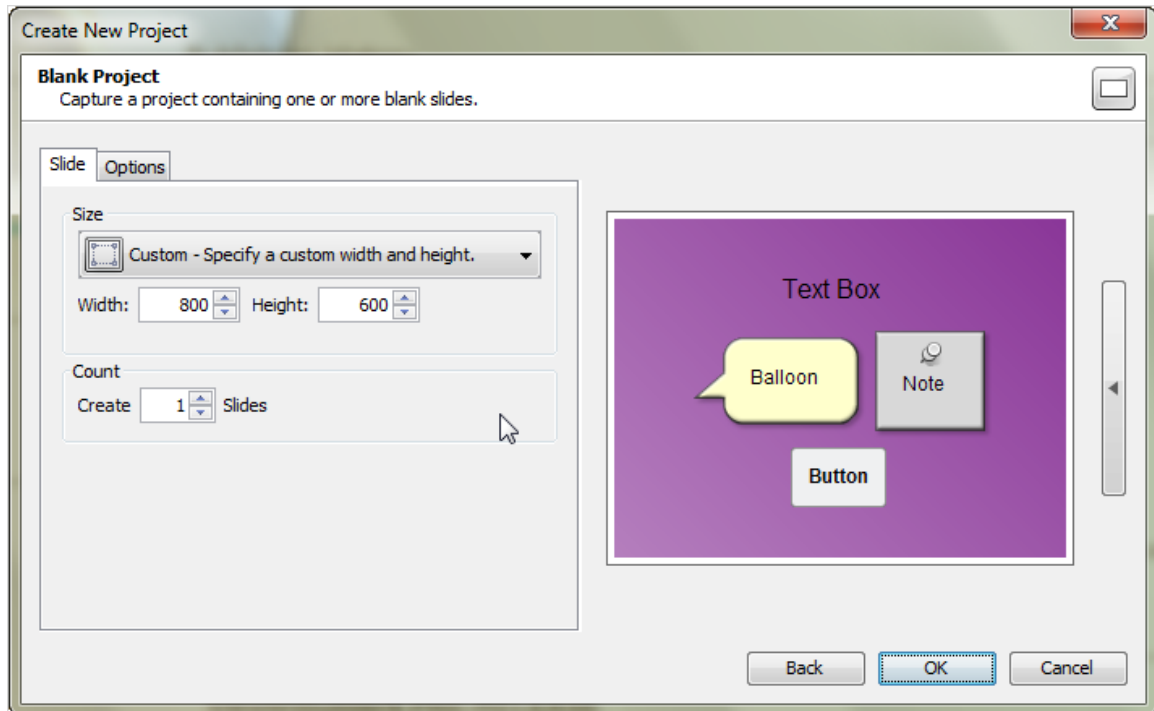
1. Insert a question slide on the Main Timeline or within a question bank.
2. Select the slide thumbnail so that it displays in the *Slide Editing* area.
3. Click the **Shuffle Choices During Viewlet Playback** (dice) button on the question slide's Context Sensitive toolbar, if available.



4. Repeat these steps, as needed, to shuffle choices (when available) for each additional question slide.
5. Preview the results in a browser:
 - a. Select **Project > Preview in a Browser**.
 - b. As the question slides play through, note the order the answers (choices) are displayed.
 - c. When the Viewlet is finished, refresh the browser (**F5**) and go back through the Viewlet to verify the applicable question slides are shuffling the answers (choices) on this round of playback.

BLANK PROJECT

The *Blank Project* type lets you start from scratch by creating a project with one or more blank slides.

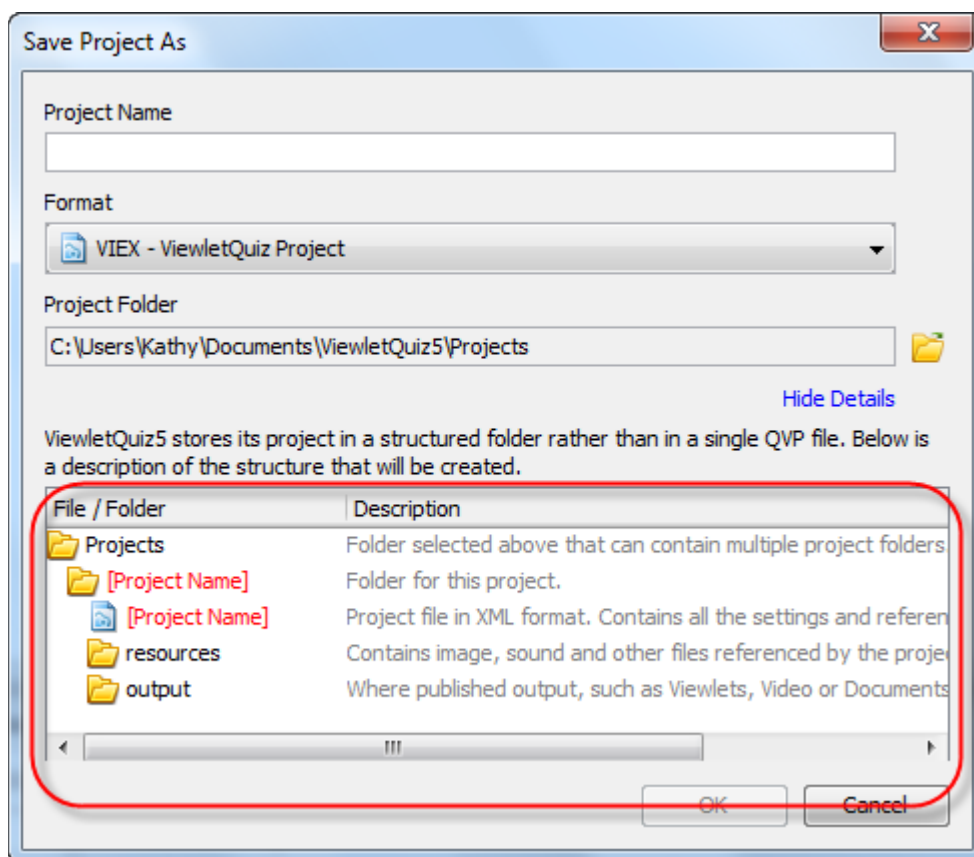


1. Open the *Create New Project* dialog. There are several ways to do this:
 - d. Select **File > New** from the Menu bar, or
 - e. Click the **New Project** link (*Start View* page > *Actions* area), or
 - f. Click the **New** button from the Main toolbar.
2. The *Create New Project* dialog displays a list of new project types. Select **Blank Project** then click the **Create** button to continue to the next screen.
3. Different tabs display with additional options:
 - a. *Slides* tab: Select the options for the project slide sizes.
 - i. In the *Size* area:
 1. **Custom**: Set a custom width and height.
 - a. Enter a number in the *Width* field.
 - b. Enter a number in the *Height* field.
 2. **Standards**: Select from a list of standard resolutions, or create a new standard to add to the list.
 - a. To **CREATE** a new *Standard Resolution*:

- i. Select the **Standards – Select a standard window size** option from the list.
 - ii. Click the **Add Standard** button. The *Standard Resolution* dialog displays.
 - iii. Enter a *Name* for the new standard.
 - iv. Enter a number for both the *Width* and the *Height*.
 - v. Click **OK**.
 - b. To **MODIFY** an existing *Standard Resolution*:
 - i. Select **Standards – Select a standard window size** option from the list.
 - ii. Click the **Modify Standard** button. The *Standard Resolutions* dialog displays.
 - iii. Edit your options as needed.
 - iv. Click **OK** to save the changes.
 - c. To **DELETE** an existing *Standard Resolution*:
 - i. Select **Standards – Select a standard window size** option from the list.
 - ii. Select the standard you want to remove.
 - iii. Click the **Delete** button.
 - iv. Click **Yes** to confirm the deletion.
 - d. In the *Count* area, set the number of blank slides to **Create** for the initial project.
3. *Options* tab: Choose a stylesheet for the project.
4. Click **OK** to convert the selections to blank project slides ready for editing.

Saving a Project

ViewletQuiz5 Professional offers new options when saving your source files. The new features allow for faster performance when opening, saving, publishing and closing your project.



SAVE A PROJECT

After you create your new project, you should save it. To do this:

1. Select **File > Save** from the menu bar.
2. The *Save Project As* dialog displays with options for you to select to save your source project:
3. **Project Name:** Enter a name for your file.
4. **Format:** Select a file format to save your project. The default project format for ViewletQuiz5 projects is VIEX.
5. **Project Folder:** Click the **Browse** button to locate and select the folder where you want to save your project files.
6. Once all your selections are made in the *Save Project As* dialog, click **OK** to save the project.

THE ANATOMY OF A PROJECT FILE

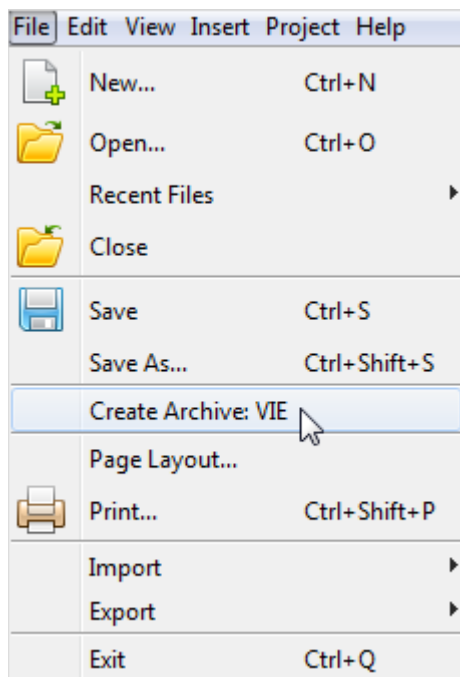
By default, your projects will be saved to a ViewletQuiz5\Projects folder located on your local computer; however, you can choose to save your projects where ever you want. Inside a project folder you will find:

- The source file ending in either VIE or X
- A “Resources” folder containing all the project’s resources such as sound files, background frames, etc.
- An “Output” folder containing all the project’s published output such as the Viewlet files, videos and/or Documents, etc. (this folder is not created until AFTER you publish your project)

Due to the open nature of the project file (Resources folder), you can directly access the project’s resources outside of the program. And, since files are written directly to the local drive, this allows quicker performance time when capturing, saving, opening, previewing and closing your project than ever before.

FILE ARCHIVE

You need to create a project file archive (a compressed file containing your project’s files and folders) to share your project or to move it for editing / publishing on a different computer. To create a project file archive:



1. Save your project.
2. Select **File > Create Archive** from the Menu bar.
3. In the *Save File As* dialog:
 - a. Select a folder for the save location.

- b. Enter a name for the archive file.
 - c. Click **Save**.
4. Remember where your archived file is stored. When you open this in the authoring application, it will be uncompressed automatically and you will be prompted to save it to the open project folder format for editing.

Tab Views

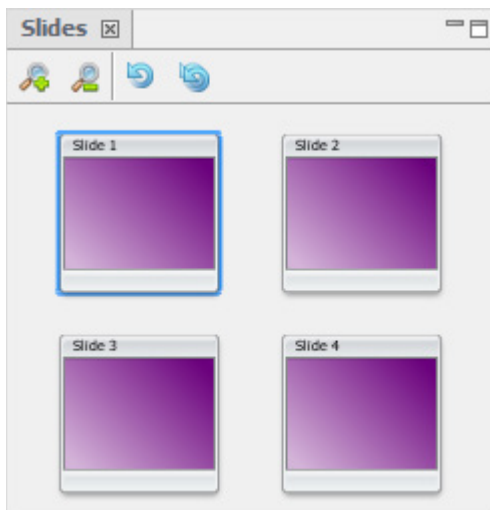
The workspace area includes *Tab* views, each with features to optimize your project workflow. As discussed earlier in this guide, *Tab* views include:

- Slides
- Stylesheets
- Browser
- Timeline
- Slide Notes
- Masters
- Question Banks
- Output
- Problems

Let's take a look at each of these in more depth.

SLIDES TAB

The *Slides* tab provides thumbnails of all the slides located on the project's Main Timeline. These thumbnails (of Main Timeline slides) allow you to:



- Preview slide thumbnails
- Navigate between slides
- Zoom in and out on thumbnails
- Refresh thumbnails
- Reorder slides
- Select an active slide for editing purposes
- Cut, copy, delete, duplicate and paste entire slides or slide elements
- Insert new on the Main Timeline
- View slide thumbnails in a storyboard fashion

To **PREVIEW** slide thumbnails:

1. Select **View > Tabs > Slides** from the *View* menu.
2. Thumbnails of slides on the Main Timeline display in the *Slides* tab view

To **NAVIGATE** between slides:

1. Click on a slide thumbnail to make it the active slide in the *Slide Editing* pane.
2. To switch to another slide, click its thumbnail in the list.
3. To progress through slides one by one, use the up / down / right / left arrow keys on your keyboard.

To **ZOOM** in and out on thumbnails:

1. Click the **Zoom In** button to zoom in on the thumbnails. Using this feature, all thumbnails in the list will get bigger each time you click the button.
2. Click the **Zoom Out** button to zoom out on the thumbnails. Using this feature, all thumbnails in the list will get smaller each time you click the button.

To **REFRESH** a specific thumbnail:

1. Select the desired thumbnail to make it the active slide.
2. Click the **Refresh Thumbnail** button to refresh the selected thumbnail.

To **REFRESH** all thumbnails:

1. Click the **Refresh All Thumbnails** button. This action will refresh all the thumbnails.

To **REORDER** slides:

1. Select one or more thumbnails.
2. Hold down the left mouse button and drag the slides to the desired location in the list.
3. Let go of the left mouse button to drop into place.

To **CUT / COPY** and **PASTE** entire slides or slide elements:

1. Select the desired slide thumbnails or slide elements.
2. Click the applicable **Cut / Copy** button.
3. Click the **Paste** button to paste the cut / copied selections.

To **DUPLICATE** a thumbnail:

1. Select the desired slide thumbnail.
2. Select **Edit > Duplicate Slide** from the Menu bar. A duplicate of the selected slide will be inserted directly after its original.

To **DELETE** a slide or slide element:

1. Select the desired slide thumbnail or slide element.
2. Click the **DELETE** button.
3. When prompted, click **Yes** to confirm the deletion.

To **INSERT** new slides on the Main Timeline:

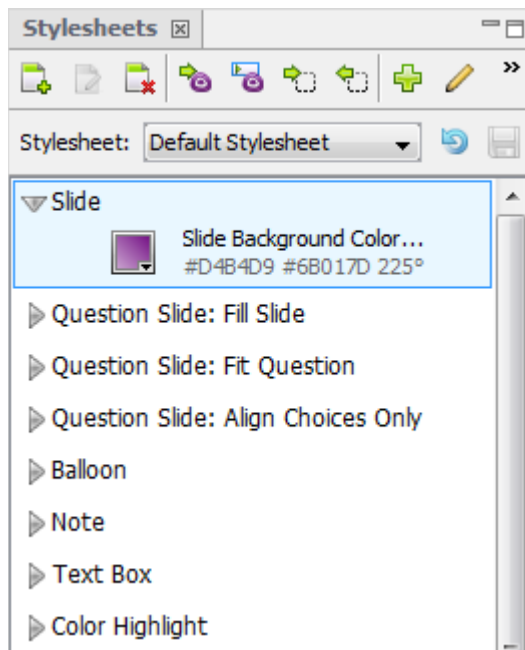
1. Select a thumbnail. All new slides will be inserted **AFTER** the selected thumbnail.
2. Select **Insert > Slides** from the Menu bar.
3. Select one of the options from the expanded menu (**Blank Slides, Screenshot, Video, Image Slides, PowerPoint Slides, Question Slides, Question Bank**).
 - a. If inserting a Blank Slide, it will automatically be inserted.
 - b. If inserting one of the other slide options:
 - i. Follow the instructions in the resulting dialogs.
 - ii. Click **OK** to save the selections and to insert the slide.

To **VIEW** slide thumbnails in a storyboard fashion:

1. Click the **Maximize** button. This will expand the *Slides* tab view.
2. All of the thumbnails will display in an expanded tab, allowing you to work with the thumbnails in a storyboard fashion.

STYLESHEETS TAB

The *Stylesheets* tab provides a way to standardize question slide layouts and attributes applied to slides and slide elements. This feature is flexible as the customizable styles with cascading attributes are easily superseded at element style levels or while directly editing a slide or slide elements.



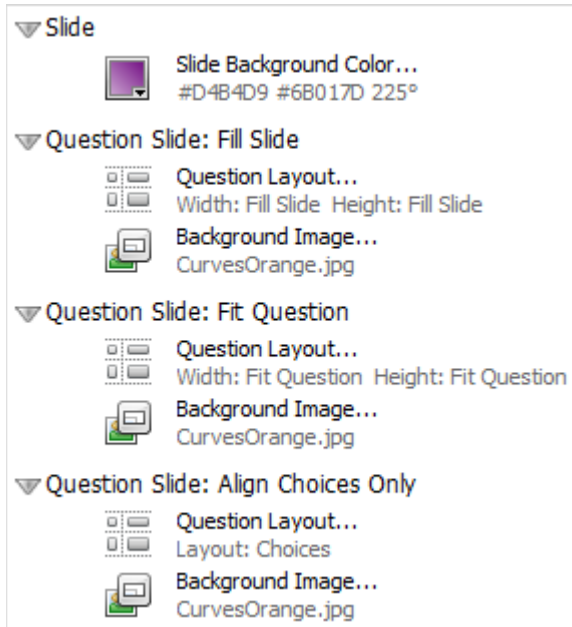
Several different stylesheets are pre-installed with your authoring application, so you can start with any of them or create a new one. Stylesheets are applied to new projects, but also allow you to update existing projects quickly either globally or element by element.

Understanding Styles & Attributes

A stylesheet is a template consisting of predefined styles. In this case, a stylesheet is used to standardize the default elements of your Viewlet project. Each style rules how a project element is styled (configured) with global styles set at the 'slide' level. Each style may contain various attributes for such things as slide background color, fonts, etc. These attributes cascade down from the slide style level, but may be superseded by a 'child' (slide object) style.

Global (Slide) Styles

There are two main slide level styles that can be used to create style rules for your project at the highest level. Any attributes applied at the slide level will be inherited throughout the project unless its cascading effect is superseded by a style at a lower (child) level set for other slide objects.



Global styles include:

- **Slide:** Used to set style rules at the highest level.
- **Question Slide:** Used to set style rules at the highest level for questions.

Standard Styles

In addition to the highest level 'slide' styles, you can also add standard or custom styles to any stylesheet. Additional standard styles include:

- Balloon
- Note
- Text Box
- Color Highlight
- Line
- Arrow
- Matte
- Button
- Correct Message
- Incomplete Message
- Incorrect Message
- Click Area
- Question Text
- Question Choice Text
- Question Row Text
- Question Column Text
- Question Component Text
- Question Component Style
- Drag and Drop Choice Text
- Drop Area
- Closed Caption

Attributes

Each style consists of one or more attributes. Attributes associated with styles set at the highest (slide) level will be used globally and cascade down to other child styles unless superseded at a lower level within another style. A list of attributes that can be used with your styles includes:

- Area Properties
- Arrow Style
- Background Color
- Background Image
- Border Color
- Border Width
- Button Style
- Check Box Style
- ComboBox Style
- Fade Animation
- Line Style
- Line Width
- Message Type
- Opacity
- Popout Amount
- Question Layout
- Radio Button Style
- Rating Style
- Shadow Properties
- Slide Background Color
- Text Field Style
- Text Properties

New Stylesheets

This section provides information for accessing the *Stylesheets* tab and instructions for creating, modifying and deleting entire stylesheets.

To **ACCESS** stylesheets:

1. Select **View > Tabs > Stylesheets** from the Menu bar.
2. The *Stylesheets* tab displays. Click on it to access it and its features.

To **CREATE** a new stylesheet:

1. In the *Stylesheets* tab, click the **New Stylesheet** button.
2. In the *Stylesheet* dialog:
 - a. Enter a **Name**.
 - b. Select to **Password Protect** if desired and enter a password.
 - c. Click **OK** to create the new stylesheet.

To **MODIFY** a stylesheet's name and password protection:

1. In the *Stylesheets* tab, select the desired stylesheet from the list.
2. Click the **Modify Stylesheet** button.
3. Make your edits in the *Stylesheet* dialog.
4. Click **OK** to apply changes.

To **DELETE** a stylesheet:

1. In the *Stylesheets* tab, select the desired stylesheet from the list.
2. Click the **Delete Stylesheet** button.
3. When prompted, click **Yes** to confirm the deletion.

Note: You cannot delete the Default Stylesheet from the list.

Stylesheet Styles

This section covers how to work with stylesheet styles.

To **ADD** a style:

1. In the *Stylesheets* tab, select a stylesheet.
2. Click the **Add Style** button.
3. Select an option from the list:
 - a. **Add Standard Style:** Select a standard style from the list and it will be added to the existing stylesheet (at the bottom of all the existing styles). Once it's added, you can then modify it as needed.
 - b. **Add Custom Style:** Select this option to add a custom style to the stylesheet.
 - i. In the *Add Custom Style* dialog that displays, add as many attributes as desired for the new custom style.
 - ii. Once all the attributes are added in the *Add Custom Style* dialog, click **OK** to create the new style. It will be added at the bottom of the Stylesheet.

To **MODIFY** a style:

1. In the *Stylesheets* tab, select a stylesheet.
2. Select a style.
3. Click the **Modify Style** button.
4. In the *Modify Style* dialog that displays, edit the attributes as needed.
5. Click **OK** to save the changes.

To **MOVE** a style up / down in the stylesheet list:

1. In the *Stylesheets* tab, select a stylesheet.
2. Select a style.
3. Hold down the left and drag the style to its new location.
4. Let go of the left mouse button to drop it into place.

To **DELETE** a Style:

1. In the *Stylesheets* tab, select a stylesheet.
2. Select a style.
3. Click the **Delete Style** button.
4. When prompted click **Yes** to confirm the deletion.

Style Attributes

This section provides instructions for working with style attributes:

To **ADD** an attribute to a style:

1. In the *Stylesheet* tab, select a stylesheet.
2. Double click on a style.
3. In the *Modify Style* dialog, you will see a list of Attributes already applied. To add an attribute, click the **Add** button
4. In the *Add Attributes* dialog that displays, select the desired attribute.
5. Click **OK** to add it to the list.
6. Repeat steps 3-5 to add as many attributes as desired.
7. Once done, in the *Modify Style* dialog, click **OK** to apply the new attribute.
8. Repeat the steps above to add additional attributes to any Stylesheet style as needed.

To **MODIFY** an attribute:

1. In the *Stylesheets* tab, select a stylesheet.
2. Double click on a style.
3. In the *Modify Style* dialog, select an attribute.
4. Click the **Modify** button.
5. In the dialog that displays, make edits as needed.
6. Click **OK** to save changes.
7. Click **OK** to close the *Modify Style* dialog.

To **MOVE** an attribute up / down the stylesheet list:

1. In the *Stylesheets* tab, select a stylesheet.
2. Double click on a style.
3. In the *Modify Style* dialog, select an attribute.
4. Click the **Up / Down** arrow to move the selected attribute **Up / Down** in the list.
5. Click **OK** to close the *Modify Style* dialog.

To **DELETE** an attribute:

1. In the *Stylesheets* tab, select a stylesheet.
2. Double click on a style.
3. In the *Modify Style* dialog, select an attribute.
4. Click the **Delete** button.
5. Click **OK** to close the *Modify Style* dialog.

Applying Styles to the Project

Stylesheets are applied to new projects, but may also be applied (in whole or in part) to an open project. This section provides information on the various ways to do this.

New Projects

To **APPLY** a stylesheet to a new project:

1. In the *Create New Project* dialog, select a new project type.
2. Click the **Create** button.
3. In the next screen, select the *Options* tab.
4. Select a *Stylesheet* from the list.
5. Make the remaining selections for the new project and when created, the selected stylesheet will be applied.

Existing (Open) Projects

To **APPLY A STYLE SHEET** to a **PROJECT**:

1. In the *Stylesheets* tab, select the stylesheet.
2. Click the **Apply Stylesheet to Project** button.
3. When prompted, click **OK** to confirm.

To **APPLY SELECTED STYLES** to a project:

1. In the *Stylesheets* tab, select the stylesheet.
2. Select one or more styles from the stylesheet. Use the SHIFT or CTRL key to select adjacent or non-adjacent styles when clicking on them.
3. Click the **Apply Select Styles to Project** button.
4. When prompted, click **OK** to confirm.

To **APPLY STYLESHEET** to a **SELECTION**:

1. In the *Stylesheets* tab, select the stylesheet.
2. Select the slide element.
3. Click the **Apply Stylesheet to Selection** button.
4. When prompted, click **Yes** to confirm.

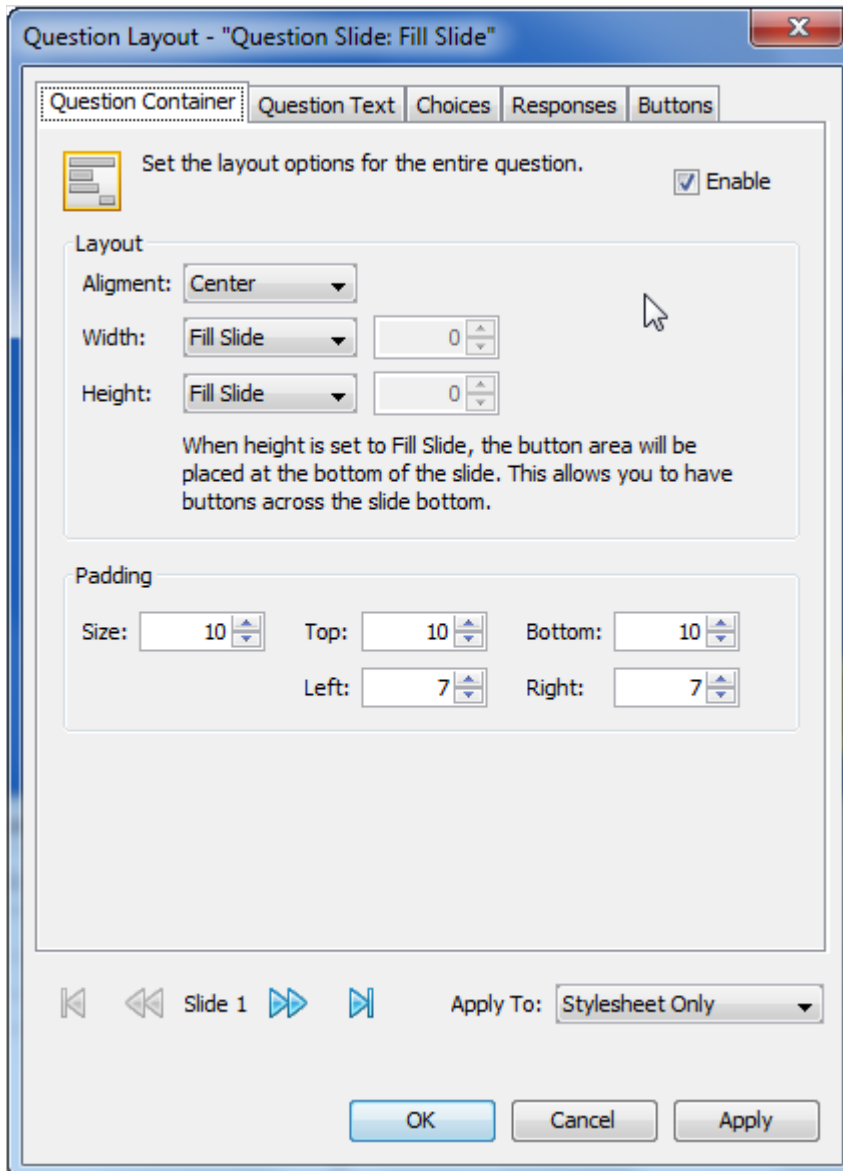
To **UPDATE A STYLESHEET** from a **SELECTION**:

5. In the *Stylesheets* tab, select the stylesheet.
6. Select the slide element.
7. Click the **Update Stylesheet from Section** button.

Question Layout Feature

The *Question Layout* dialog provides three standard styles to apply to question slides:

- Question Slide: Fill Slide
- Question Slide: Fit Question
- Question Slide: Align Choices only

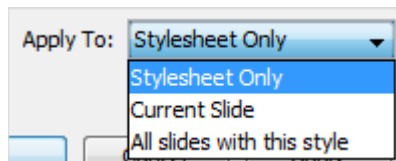


If one of these questions slide styles are NOT already listed on the stylesheet:

1. With the stylesheet selected, click the **Add Style** button.
2. Select **Add Standard Style** and then the desired question slide style from the menu.
3. This will add the question slide style to the bottom of the stylesheet. You can select it and drag it to (or near) the top of the list of styles if desired.
4. Double click the question slide style to open the *Question Layout* dialog.

Question Stylesheet Commands

You can access question stylesheet commands from the applicable Context Sensitive Toolbar, or right click and select **Styles** from the shortcut menu.



Question stylesheet commands include:

- Apply Stylesheet [name of stylesheet] to this Slide
- Update Style [name of question slide style] from this Slide
- Create a new Style for this Slide
- Select a Different Style for this Slide
- Remove styling from this Slide

In addition, the question slide styles can be customized to fit your needs. Let's take a look at each.

Question Slide: Fill Slide

This style lays out the question to fill the entire slide. For this style, the *Question Container* layout sets both the width and the height to 'Fill Slide'.

To **ACCESS** the *Question Layout* dialog:

1. In the *Stylesheets* tab, select a stylesheet.
2. Click the arrow next to the **Question Slide: Fill Slide** question slide style so that it points down to display its associated attributes.
3. Double click *Question Layout...* attribute. The *Question Layout: Question Slide: Fill Slide* dialog displays.
4. In the *Question Container* tab:
 - a. Select the **Enable** option to set the layout options for the entire question.

- b. In the *Layout* area, make your selections for **Alignment**, **Width** and **Height**.
 - c. In the *Padding* area, enter a number for the **SIZE** for all padding or set individual padding by **Top**, **Bottom**, **Left**, and/or **Right** margins.
5. In the *Question Text* tab:
 - a. Select the **Enable** option to set the layout options for the main text of the question.
 - b. In the *Layout* area, choose an **Alignment** option.
 - c. In the *Wrapping Behavior* area, text wrapping options for the main text.
 - d. In the *Padding* area, enter a number for the **SIZE** for all padding or set individual padding by **Top**, **Bottom**, **Left**, and/or **Right** margins.
6. In the *Choices* tab:
 - a. Select the **Enable** option to set the layout options for the question choices (radio buttons, check boxes, etc.).
 - b. In the *Layout* area, choose alignment, row indent/spacing, order, and column indent/spacing options.
 - c. In the *Wrapping Behavior for Labels* area, select wrapping options for text labels.
 - d. In the *Text Field / ComboBox Width* area, select width options for the text field / combobox.
 - e. In the *Padding* area, enter a number for the **SIZE** for all padding or set individual padding by **Top**, **Bottom**, **Left**, and/or **Right** margins.
7. In the *Responses* tab:
 - a. Select the **Enable** option to set the layout options for the Correct, Incomplete and Incorrect response messages (for scored questions).
 - b. In the *Layout* area, set the alignment and arrangement; enter a number for the space between feedback responses.
 - c. In the *Wrapping Behavior* area, text wrapping options.
 - d. In the *Padding* area, enter a number for the **SIZE** for all padding or set individual padding by **Top**, **Bottom**, **Left**, and/or **Right** margins.
8. In the *Buttons* tab:
 - a. Select the **Enable** option to set the layout options for the submit button for the question.
 - b. In the *Layout* area, choose the alignment and enter a number for button spacing.
 - c. In the *Padding* area, enter a number for the **SIZE** for all padding or set individual padding by **Top**, **Bottom**, **Left**, and/or **Right** margins.

9. At the bottom of the *Question Layout: Question Slide: Fill Slide* dialog:
 - a. Optional: Use the navigation buttons to navigate to a specific slide to apply the question slide style to.
 - b. Choose where to apply the style: **Stylesheet Only**, **Current Slide**, or **All slides with this style**.
10. Click **OK** to save/apply.

Question Slide: Fit Question

This style lays out the question compactly in the center of the slide. For this style, the *Question Container* layout sets the alignment to 'Center' and both the width and the height are set to 'Fit Question'.

To **ACCESS** the *Question Layout* dialog:

1. In the *Stylesheets* tab, select a stylesheet.
2. Click the arrow next to the **Question Slide: Fit Question** question slide style so that it points down to display its associated attributes.
3. Double click *Question Layout...* attribute. The *Question Layout: Question Slide: Fit Question* dialog displays.
4. In the *Question Container* tab:
 - a. Select the **Enable** option to set the layout options for the entire question.
 - b. In the *Layout* area, make your selections for **Alignment**, **Width** and **Height**.
 - c. In the *Padding* area, enter a number for the **SIZE** for all padding or set individual padding by **Top**, **Bottom**, **Left**, and/or **Right** margins.
5. In the *Question Text* tab:
 - a. Select the **Enable** option to set the layout options for the main text of the question.
 - b. In the *Layout* area, choose an **Alignment** option.
 - c. In the *Wrapping Behavior* area, text wrapping options for the main text.
 - d. In the *Padding* area, enter a number for the **SIZE** for all padding or set individual padding by **Top**, **Bottom**, **Left**, and/or **Right** margins.
6. In the *Choices* tab:
 - a. Select the **Enable** option to set the layout options for the question choices (radio buttons, check boxes, etc.).
 - b. In the *Layout* area, choose alignment, row indent/spacing, order, and column indent/spacing options.
 - c. In the *Wrapping Behavior for Labels* area, select wrapping options for text labels.

- d. In the *Text Field / ComboBox Width* area, select width options for the text field / combobox.
 - e. In the *Padding* area, enter a number for the **SIZE** for all padding or set individual padding by **Top**, **Bottom**, **Left**, and/or **Right** margins.
7. In the *Responses* tab:
- a. Select the **Enable** option to set the layout options for the Correct, Incomplete and Incorrect response messages (for scored questions).
 - b. In the *Layout* area, set the alignment and arrangement; enter a number for the space between feedback responses.
 - c. In the *Wrapping Behavior* area, text wrapping options.
 - d. In the *Padding* area, enter a number for the **SIZE** for all padding or set individual padding by **Top**, **Bottom**, **Left**, and/or **Right** margins.
8. In the *Buttons* tab:
- a. Select the **Enable** option to set the layout options for the submit button for the question.
 - b. In the *Layout* area, choose the alignment and enter a number for button spacing.
 - c. In the *Padding* area, enter a number for the **SIZE** for all padding or set individual padding by **Top**, **Bottom**, **Left**, and/or **Right** margins.
9. At the bottom of the *Question Layout: Question Slide: Fit Question* dialog:
- d. Optional: Use the navigation buttons to navigate to a specific slide to apply the question slide style to.
 - e. Choose where to apply the style: **Stylesheet Only**, **Current Slide**, or **All slides with this style**.
10. Click **OK** to save/apply.

Question Slide: Align Choices Only

This layout aligns question choices only. Only the *Choices* tab is enabled.

To **ACCESS** the *Question Layout* dialog:

1. In the *Stylesheets* tab, select a stylesheet.
2. Click the arrow next to the **Question Slide: Align Choices Only** question slide style so that it points down to display its associated attributes.
3. Double click *Question Layout...* attribute. The *Question Layout: Question Slide: Align Choices Only* dialog displays.
 - a. In the *Question Container* tab, deselect the **Enable** option to disable the *Layout* and *Padding* options for the entire question.
 - b. In the *Question Text* tab, deselect the **Enable** option to disable *Layout*, *Wrapping Behavior* and *Padding* options for the main text of the question.

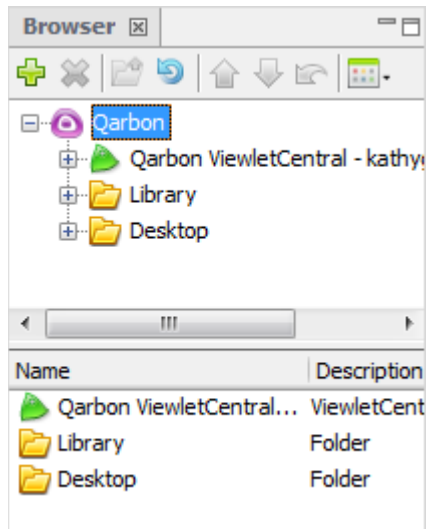
- c. In the *Choices* tab:
 - i. Select the **Enable** option to set the layout options for the question choices (radio buttons, check boxes, etc.).
 - ii. In the *Layout* area, choose alignment, row indent/spacing, order, and column indent/spacing options.
 - iii. In the *Wrapping Behavior for Labels* area, select wrapping options for text labels.
 - iv. In the *Text Field / ComboBox Width* area, select width options for the text field / combobox.
 - v. In the *Padding* area, enter a number for the **SIZE** for all padding or set individual padding by **Top**, **Bottom**, **Left**, and/or **Right** margins.
 - b. In the *Responses* tab, deselect the **Enable** option to disable the layout options for the Correct, Incomplete and Incorrect response messages (for scored questions).
 - c. In the *Buttons* tab, deselect the **Enable** option to disable the layout options for the submit button for the question.
4. At the bottom of the *Question Layout: Question Slide: Align Choices Only* dialog:
 - a. Optional: Use the navigation buttons to navigate to a specific slide to apply the question slide style to.
 - b. Choose where to apply the style: **Stylesheet Only**, **Current Slide**, or **All slides with this style**.
 5. Click **OK** to save/apply.

Note: All attributes of a style are applied simultaneously so if you wish to affect only the Question layout and not the background, you should first either delete the background attribute from the style or make it match your desired background.

Note: All three of the options (Stylesheet Only, Current Slide, or All slides with this style) update the stylesheet. Current slide and All Slides also applies the settings to slides in the project.

BROWSER TAB

The *Browser* tab lets you organize, access and manage the resources available to on your system while you author your Viewlets. You can open projects, drag and drop images and movies, add publishing locations, delete files or folders, and view statistics of your Viewlets published on ViewletCentral. This section provides instructions for working with the *Browser* tab.



To **ACCESS** the *Browser* tab:

1. Select **View > Tabs > Browser** from the Menu bar.
2. The *Browser* tab displays. Click on it to access its features.

To **DRAG** an image directly on to a slide:

1. In the *Browser* tab, select an image file from the list.
2. Hold down the left mouse button and drag it over the slide.
3. Let go of the left mouse button to drop it on to the slide.

To **ADD** a publishing target:

1. In the *Browser* tab, click the **Add** button.
2. Select a publishing location from the list that displays.
3. Follow the instructions in the dialogs that display (based on your choice). You can refer to the chapter on *Publishing a Viewlet* for more information on publishing locations.

To **REMOVE** files or folders from the list:

1. In the *Browser* tab, select the desired file or folder.
2. Click the **Delete** button.
3. When prompted, click **Yes** to confirm the deletion.

To **NAVIGATE** through files and folders in the list:

1. In the *Browser* tab, select the desired file or folder to highlight it.
2. Click the **Up One Level** button to move up to the next level in the list.
3. If a folder is selected and it contains a plus \oplus symbol to the left of it, click this plus symbol to expand the list of files and additional folders contained in the folder.
4. If a folder contains a minus \ominus symbol to the left of it, click this minus symbol to collapse the files and folders contained in the folder.
5. Click on a desired file or folder at any time to quickly navigate through the list.

To **REFRESH** a selected folder in list:

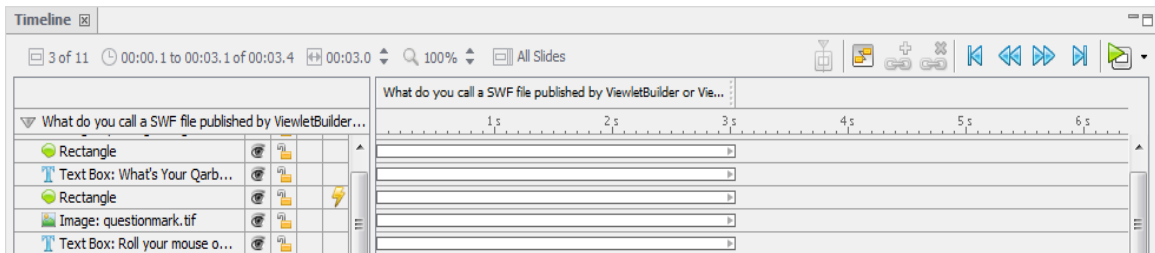
1. In the *Browser* tab, select the desired folder in the list.
2. Click the **Refresh the current folder** button to refresh the list of files and folder contained in the selected folder.

To select a **LIST VIEW**:

1. In the *Browser* tab, click the **Views** button.
2. The available view selections display. Select the:
 - a. **Icon View**: Displays an icon next to the file and folder (in the lower pane of the *Browser* tab).
 - b. **Details View**: Displays the file or folder name, type, number of slides, last modification date and file size.

TIMELINE TAB

The *Timeline* tab is where you manage the start and duration times of all elements on each slide in your project. In addition to working with objects directly on a slide, the timeline provides more enhancement options for your project as you hide, view, modify, group, sort and lock / unlock layers in the Timeline. But, that's not all. Using the timeline's playhead tool you can scrub the timeline to view your project's animations. You can also preview your project as it plays back, noting where actions occur along the timeline, allowing you to "tweak" any part of the project exactly where it needs it.



To **ACCESS** the *Timeline* tab:

1. Select **View > Tabs > Timeline** from the Menu bar.
2. Click on the *Timeline* tab to access its features.

Time Select Mode

Use the 'Time Select Mode' to add/edit slide elements at any frame or time interval along the timeline. Then, while in Time Select Mode, scrub the timeline by dragging the playhead to preview animation results.

To switch to Time Select Mode:

2. Click on the desired time interval (frame) along the timeline to display the playhead.
3. Once the playhead displays, you can:
 - a. See exactly what is occurring at that specific interval on the slide.
 - b. Move the playhead to any desired frame to insert a slide element.
 - c. Drag the playhead to preview your project while you 'scrub the timeline'.

Layers

The left side of the timeline displays all the objects on the slide. Each object exists in a layer. These layers are "stacked" with "higher object layers" overlapping objects in lower layers. You can hide / unhide layers without deleting them from the project. You can lock layers to prevent them from being editing. You can also change the starting / ending points of objects as they display along the timeline as well as their entire duration. You can work on single or multiple layers and group layers into one as needed.

To **EXPAND / COLLAPSE** layers:

1. In the *Timeline* tab, click the right arrow next to the slide title.
2. The arrow now points down, indicating expanded layers.
3. To collapse the layers, click the down arrow again so it points right.

To **SELECT** a **SINGLE** layer:

1. In the *Timeline* tab, expand the layers if needed.
2. Click on the desired layer to select it.

To **SELECT MULTIPLE** layers:

1. In the *Timeline* tab, for:
 - a. Adjacent layers:
 - i. Click on the first layer to highlight it.
 - ii. Hold down the **Shift** key.
 - iii. Click on the last layer in the series of adjacent layers. This will select the first and last layers as well as all the layers in between them.
 - b. For non-adjacent layers:
 - i. Click on a layer to highlight it.
 - ii. Hold down the **Ctrl** key while clicking on other layers to select them.

Note: You can select multiple layers to temporarily group them together to 'batch process' tasks that can be applied to all the selected layers simultaneously.

To **REARRANGE** a **SINGLE** layer:

1. In the *Timeline* tab, select a layer.
2. Hold down the left mouse button and drag it up or down the stack of layers.
3. Let go of the left mouse button to drop it into place.

To **REARRANGE MULTIPLE** layers:

1. In the *Timeline* tab, select the desired layers using the Shift or Ctrl keys.
2. Hold down the left mouse button and drag the layers up or down the stack of layers.
3. Let go of the left mouse button to drop them into place.

To **HIDE / UNHIDE** a layer:

1. In the *Timeline* tab to:
 - a. Hide a layer, click the **Visible** button to change the open 'eye' icon to a closed 'eye'.
 - b. Unhide a layer, click the **Visible** button to change the closed 'eye' icon to an open 'eye'.

To **LOCK / UNLOCK** a layer:

1. In the *Timeline* tab to:
 - a. Lock a layer, click the **Unlocked** button to change the icon to a 'closed padlock'.
 - b. Unlock a layer, click the **Locked** button to change the icon to an 'open padlock'.

To **MOVE** an **OBJECT** to a new frame:

1. In the *Timeline* tab, point your cursor over the object's rectangle (which indicates its position and duration along the frame in the timeline).
2. Hold down your left mouse button to select the object's rectangle and drag.
3. Let go of the left mouse button to drop the object into its new location in the timeline.

To **INCREASE / DECREASE** an **OBJECT'S DURATION**:

1. In the *Timeline* tab, point your cursor over the left or right edge of the object's rectangle.
2. When the cursor changes to a double arrow, hold down the left mouse button and drag to change the size (duration) of the rectangle.
3. Once the rectangle indicates the desired duration (by its new size) on the timeline, let go of the left mouse button.
4. If a *Timing Rule* dialog displays, read the information and click **OK** to complete the operation.

To **DELETE** a layer:

1. In the *Timeline* tab, select a layer.
2. Press the **Delete** key on your keyboard.

Note: If you accidentally delete a layer, press the 'Undo' button (or Ctrl+Z) to undo the action if it was your last action to restore the layer.

Splitting Slides

There may be times when you have a slide that you need to break a part into two slides. This is easily done with the “Split Slide” feature.

Here’s some information to get you started using this feature:

1. Select the slide you want to split.
2. In the *Timeline* tab, click on an interval (tick mark) along the timeline (for that slide) where you want to “split” the slide.
3. If prompted, click “Yes” to complete the split operation.
4. Repeat the steps above as needed for each split.

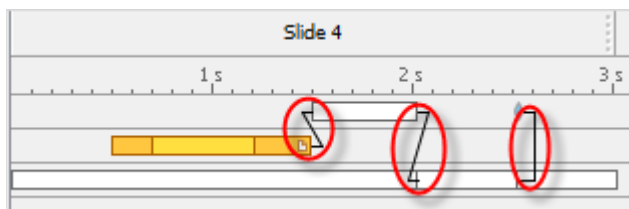
Merging Slides

You can merge one or more sequential slides in just a few clicks. Here’s how:

1. Select the first slide by selecting its thumbnail.
2. Hold down the **Shift** key and select the last slide in the sequence of slides you want to merge. (You can merge one, two or more slides as long as they are in sequential order.)
3. Click the **Merge Slides** button.
Note: You will be warned if you try to merge incompatible slides.
4. If prompted, click “Yes” to complete the merge operation.
5. Repeat the steps above as needed for each merge.

Timing Links

Timing Links are links that connect two or more objects in the timeline. The benefit of this feature is that as you edit an object’s timing in the timeline, linked objects update.



To **UPDATE** timing links:

1. Open a project.
2. Select **Project > Project Properties** from the Menu bar.
3. The *Project Properties* dialog displays. Select **Timing** from the list.
4. In the *Maintain Slide Timing* area, select the **Enable** option.

To **ADD** a timing links:

1. In the *Timeline* tab, select the first object.
2. Hold down the **Ctrl** key and click to select the second object in the timeline. The order in which the objects are selected is the order in which the timing links will be applied.
3. Click the **Add Timing Links** button on the timeline's toolbar.
4. The *Timing Links* dialog displays. Select a *Link Type* from the list:
 - a. **End to Start:** Links end of first object to front of second object.
 - b. **Start to End:** Links front of first object to end of second object.
 - c. **Start to Start:** Links front of first object to front of second object.
 - d. **End to End:** Links end of first object to end of second object.

To **REMOVE** a timing link:

1. In the *Timeline* tab, select an object.
2. Hold down the **Ctrl** key and select the second 'linked' object.
3. Click the **Remove Timing Links** button.

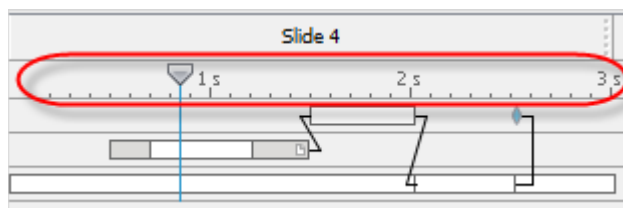
To **REMOVE ALL** timing links:

1. In the *Timeline* tab, select all the objects on the slide.
2. Click the **Remove Timing Links** button.

Frames

The *Timeline* tab contains a "guide bar" known as a **Frames Reference Guide**. Along this guide bar, there are small "sections" known as **frames**. Each frame is divided by tickmarks into 1/10 of second intervals. The main sections of the Timeline are divided into 1 second intervals. Use this guide bar to position objects in the Timeline to determine when each will display and for how long when the project is played back.

On non-Video slides, the Background Layer contains special "key frames" where a background frame is "painted" over the entire slide. This, in combination with the Background Layer's "non-key frames" (which paint over a smaller, specific area on top of the key frame), can produce some dynamic and "attention-getting" effects.

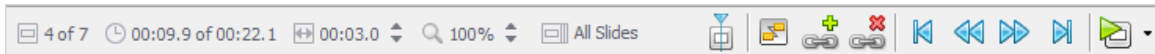


To **SELECT** a frame:

1. In the *Timeline* tab, select the desired frame so that a playhead appears.
2. All objects that exist at that interval display on the slide.
3. Manually drag the playhead along the timeline (across frames) to 'scrub the timeline' previewing the project frame-by-frame.

Timeline Features and Tools

The *Timeline* tab contains some status information and tools right above the frames area, which are useful when working in the Timeline. These include:



- **Slide Numbers:** Indicates current slide and number of slides in the project.
- **Clock:** Indicates the duration of current slide in relation to overall project duration.
- **Slide Duration of Current Slide:** Indicates the full playtime for the current slide displayed in the Timeline, which can be increased / decreased by clicking the up / down arrows.
- **Zoom:** Signifies the current zoom of the Timeline. Use the up / down arrows to increase / decrease the zoom level of the Timeline.
- **Views:** There are two different views that can be used while working in the Timeline: All Slides or Current Slide. When the **All Slides** button displays, the Timeline view is "current slide". When the **Current Slide** button displays, the view is "all slides". Click this button to toggle between these views.
- **Split Slide:** Used to split a slide at the point where the playhead resides.
- **Maintain Slide Timing:** When 'enabled' adds timing links automatically to slide objects; when disabled it will not automatically add timing links to slide objects.
- **Add Timing Links:** Adds timing links between two selected slide objects.
- **Remove Timing Links:** Removes timing links between two selected slide objects.
- **Player Buttons:** The "VCR style" buttons are used to navigate to the first slide, previous slide, next slide and last slide of the project.
- **Preview Menu:** Use this list to select from one of four project preview options.
- **Slide Titles:** Along the top of the Frames Reference Guide are boxes containing the titles for each of the slides in the project. By default, the titles are the slide number. By dragging the edge of the "title box" you can increase / decrease the duration of the slide in the Timeline.

Timing Commands & Rules

Understanding how ViewletQuiz5 Professional handles the “timing aspects” of objects is essential to being able to effectively work in the timeline or while setting the timing of objects through the use of dialog dialogs. Two important timing topics each author should review are ‘Timing Commands’ and ‘Timing Rules’. These are covered in the following sections.

Timing Commands

Timing commands can be applied to a single or multiple objects on a slide. An object’s timing will determine when it will display on a slide (or on the timeline), how long it will remain displayed on a slide (or on the Timeline) and, if multiple objects display on the same slide, what timing command elements they may have in common.

For the most part, an object’s timing can be adjusted in two places, in its *Properties* dialog and while working directly in the timeline.

To **ADJUST** a message object’s **TIMING** in the **TIMELINE**:

1. In the *Timeline* tab, point your cursor over the left or right edge of the object’s rectangle in the timeline.
2. When the cursor changes to a double arrow hold down the left mouse button and drag to change the size (duration) of the rectangle.
3. Once the rectangle indicates the desired duration (by its new size) on the timeline, let go of the left mouse button.
4. If a *Timing Rule* dialog displays, read the information and click **OK** to complete the operation.

To **ADJUST** an object’s **TIMING** in the **PROPERTIES dialog**:

1. Click the desired object (from either the slide or in the timeline) to select it.
2. Click the object’s *Properties* button from the Context Sensitive Toolbar.
3. The object’s *Properties* dialog displays. In the *Timing* area, there are options for setting the object’s timing (there’s an additional selection for message objects). These include:
 - a. **Reading Speed:** Used (by default) for notes, balloons, and text boxes to display the message object from its set *Start Time* until the automatically calculated reading speed is reached.
 - b. **Manual Timing:** Used to manually set the *Start Time* and *Duration* (in seconds) for the object.
 - c. **Until End of Slide:** Used to display the object from its set *Start Time* (in seconds) until the end of the slide’s “play” time.
4. Select a *Timing* option for the object from the list.
5. Enter a number for the *Start Time* (in seconds). This will be the amount of time the object will be delayed before displaying on the slide.

6. For **Manual Timing**, enter a number for the *Duration*. This is the amount of time the object will display.
7. Click **OK** to apply the timing settings and to close the object's *Properties* dialog.

To **SYNCHRONIZE** timing for multiple objects:

1. Select the objects you want to synchronize the time of by clicking on each one while simultaneously holding down the **Ctrl** key. The first object selected will be the 'key object' from which all times are calculated.
2. The Synchronization Context Sensitive Toolbar displays. Click one of the buttons to synchronize the selected objects timing:



- a. **Same Start Time:** Set the same start time for selected objects.
- b. **Same End Time:** Sets the same end time for selected objects.
- c. **Same Start and End Time:** Sets the same start and end time for all objects based on the key object.
- d. **Display Until Last End Time:** Sets the end time for all objects to object's whose end time is the last on the slide (of those selected).
- e. **Sequence Times:** Sets the objects to display sequentially based on the selection order.

To **ADJUST** timing for a **DISPLAY OBJECT** action:

1. Select the desired object (note, balloon, text box, shape, image, etc.).
2. Click the **Events** button on the Context Sensitive Toolbar.
3. The object's *Events* widow displays. Select one of the three tabs:
 - a. **On Click:** Set actions to occur when user clicks the object.
 - b. **On Rollover:** Set actions to occur when user rolls mouse over object.
 - c. **On Rollout:** Set actions to occur when user rolls mouse off object.
4. Click the **Add** button.
5. The *Action* dialog displays. Select **Display Object** from the *Action Type* list.
6. Select an object from the **Select an object on the slide to display** list.
7. In the *Duration* area, select a timing command.
8. Click **OK** to close the *Action* dialog.
9. Click **OK** to close the object's *Events* dialog.

Timing Rules

Each object has a Timing Rule associated with it. Timing Rules automatically control how the timing for that object associated with it is calculated. Timing Rules differ from “timing synchronization commands” in that synchronization commands make a one-time adjustment whereas Timing Rules are applied globally.

To understand Timing Rules better, let’s take a look at an example. A simple timing rule is “Reading Speed”, which insures that the duration of a message object is calculated from the number of words or characters in a message object and the reading speed set in the *Project Properties* dialog (*Project > Project Properties > Timing*). This rule is automatically and globally applied to all message objects, so that each note, balloon and text box displays only as long as calculated reading speed allows.

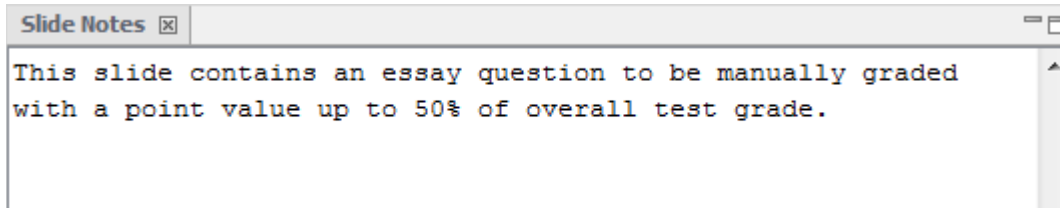
To help standardize object timing, there are several Timing Rules available (each described in the previous “Timing Commands” section of this chapter):

- **Manual:** An object’s timing is calculated manually, meaning the user has full control over the start time and duration.
- **Reading Speed:** Applies to message objects (notes, balloons, text boxes), the duration is calculated based on the reading speed set in the *Project Properties* dialog and the number of words or characters in the message object. The start time for the message object is adjustable without affecting this rule.
- **Until End of Slide:** An object displays from a user-defined start time until the end of the slide. The start time is adjustable without affecting this rule.
- **Display Object Action:** Used for objects displayed due to an event which triggers the “Display Object” action. You can use any “available” Timing Rule for the object that is to be displayed.

Each time you attempt to change an object’s timing, a *Timing Rule Change* dialog will display if you are breaking the rules for the Timing Rule currently associated with the object. If this happens, read the information in the dialog carefully before proceeding.

SLIDE NOTES TAB

The *Slide Notes* tab displays, by default, below the Slide Editing area. In this tab, you can add presenter notes, which can be printed out for you and your audience. The *Slide Notes* tab can also be used as a collaboration tool by adding editing notes (not part of the actual slide) when working with a team of authors on the same project. These notes can be displayed or hidden inside ViewletQuiz5 Professional (and printed) as needed.



To **DISPLAY** the *Slide Notes* tab:

1. Select **View > Tabs > Slide Notes** from the Menu bar.
2. Click the *Slide Notes* tab to access its features.

To **ADD TEXT**:

1. Select a slide and then click on the *Slide Notes* tab.
2. Click inside the text field to add slide notes text.

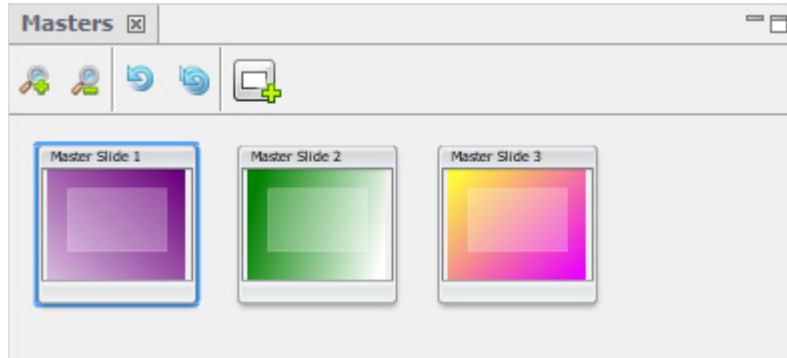
To **Print** slide notes:

1. Select **File > Page Layout** from the Menu bar.
2. The *Page Layout* dialog displays. In *Slide View Layout* in the *Options* area, select the **Slide Notes** option.
3. Click **OK** to save this option. Each time you print slides using the *Slide View Layout*, the slide notes will be printed below the image of each slide.

Note: Use these same steps if modifying the Page Layout > Slide View Layout options when printing directly from the Publishing dialog.

MASTERS TAB

In the *Masters* tab, you can create Master Slide templates that can be applied to one or more slides within your project. Updates made to master slides will automatically be updated to all slides to which the associated master slides are applied.



To **ACCESS** the *Masters* tab:

1. Select **View > Tabs > Masters** from the Menu bar.
2. Click the *Master* tab to access its features.

To **CREATE** a master slide:

1. In the *Masters* tab, click the **Insert Master Slide** button to create a new master slide.
2. Click the thumbnail representing the master slide to load it into the *Slide Editing* area.
3. Edit the master slide as desired.
4. Repeat these steps for each new master slide.

Note: The background color on the master slide will NOT be applied when the master slide is applied to question slides or slides on the Main Timeline.

To **MODIFY** a master slide:

1. In the *Masters* tab, select the desired master slide thumbnail.
2. Edit the master slide as needed.

To **ZOOM IN / ZOOM OUT** on master slide thumbnails:

1. In the *Masters* tab:
 - a. Click the **Zoom In** button to zoom in on the masters' thumbnails.
 - b. Click the **Zoom Out** button to zoom out on the masters' thumbnails.

To **REFRESH** a single master slide thumbnail or all thumbnails:

1. In the *Masters* tab:
 - a. To refresh the view of a specific thumbnail:
 - i. Select the desired thumbnail.
 - ii. Click the **Refresh Thumbnail** button.
 - b. To refresh the view of all master slide thumbnails:
 - i. Click the **Refresh All Thumbnails** button.

To **NAVIGATE** between master slides:

1. In the *Masters* tab, click on a master slide thumbnail to make it the active slide in the *Slide Editing* pane.
2. To switch to another master slide, click its thumbnail in the list.
3. To progress through master slides one by one, use the up / down / right / left arrow keys on your keyboard.

To **REORDER** master slide thumbnails:

1. In the *Masters* tab, select one or more master slide thumbnails.
2. Hold down the left mouse button and drag the slides to the desired location in the list.
3. Let go of the left mouse button to drop into place.

To **CUT / COPY** and **PASTE** entire master slides or master slide elements:

1. Select the desired master slide thumbnails or slide elements.
2. Click the applicable **Cut / Copy** button.
3. Click the **Paste** button to paste the cut / copied selections.

To **DUPLICATE** a master slide:

1. In the *Masters* tab, select the desired master slide thumbnail.
2. Select **Edit > Duplicate Slide** from the Menu bar. A duplicate of the selected master slide will be inserted directly after its original in the thumbnails list.

To **DELETE** a master slide or slide element:

1. Select the desired master slide thumbnail or slide element.
2. Click the **DELETE** button.
3. When prompted, click **Yes** to confirm the deletion.

To **APPLY** a master slide:

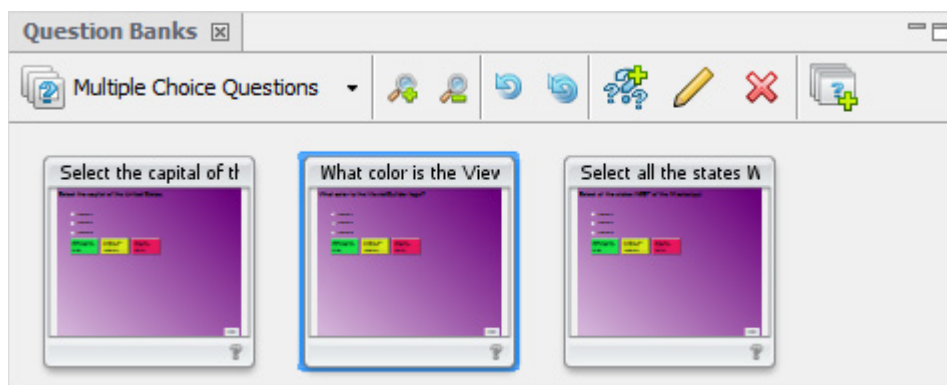
1. In the *Masters* tab, create your master slide.
2. Select one or more slides from the Main Timeline or from within a Question Bank.
3. Click the **Assign Master Slide** button from the Context Sensitive Toolbar.
4. Select the master slide option you want to apply to the slide or slides.

To **CHANGE** the master slide **APPLIED**:

1. Select the desired slides from the Main Timeline or from within a Question Bank.
2. Click the **Assign Master Slide** button from the Context Sensitive Toolbar.
3. Select the new master slide option you want to apply to the slide or slides.

QUESTION BANKS TAB

In the *Question Banks* tab, you can create different banks to hold either quiz (scored) or survey (not scored) question slides. Used in conjunction with Random Question type slides residing on the Main Timeline, these question banks are used to **RANDOMLY** pull a specified number of question slides from a specific bank as determined by the options set on the associated Random Question slide.



To **ACCESS** the *Question Banks* tab:

1. Select **View > Tabs > Question Banks** from the Menu bar.
2. Click the *Question Banks* tab to access its features.

Creating, Modifying, Deleting Question Banks

To **CREATE** a question bank:

1. In the *Question Banks* tab, click **Add Question Bank** button.
2. In the *Add Question Bank* dialog that displays, there are two tabs:
 - a. *General* tab:
 - i. Enter a title for the Question Bank in the **Name** field.
 - ii. In the *Scoring Mode* area, select whether questions in this bank will all be treated as **Quiz** (scored) or **Survey** (not scored).
 - d. *Scoring* tab: The selections available in this tab are determined by the *Scoring Mode* selection made in the *General* tab.

Quiz (Scoring Mode)

- i. Select **Override Settings in Project Properties** to use the settings you configure in this dialog.
- ii. In the *Points* area, enter a number for the total points to be used for each quiz question in the bank.
- iii. In the *Attempts* area, enter a number for the total number of allowed attempts for each quiz question in the bank.
- iv. In the *Reanswer* area, select/deselect the **Question can be reanswered on backwards navigation** option.
- v. In the *Time* area, to enable a time limit for each quiz question, select the **Enable a time limit for the question** and then enter a number for **Hours, Minutes and Seconds**.

Survey (Scoring Mode)

- i. Select **Override Settings in Project Properties** to use the settings you configure in this dialog.
 - ii. In the *Reanswer* area, select/deselect the **Question can be reanswered on backwards navigation** option.
 - iii. In the *Time* area, to enable a time limit for each survey question, select the **Enable a time limit for the question** and then enter a number for **Hours, Minutes and Seconds**.
4. Click **OK** to create the question bank.
 5. Repeat these steps as needed for each new question bank. As question banks are created they are added to the *Question Banks* list.

To **MODIFY** a question bank:

1. In the *Question Banks* tab, select a **Question Bank** from the list.
2. Click the **Modify Question Bank** button.
3. In the dialog that displays, make your edits as needed in the *General* and *Scoring* tabs.
4. Click **OK** to apply the changes.

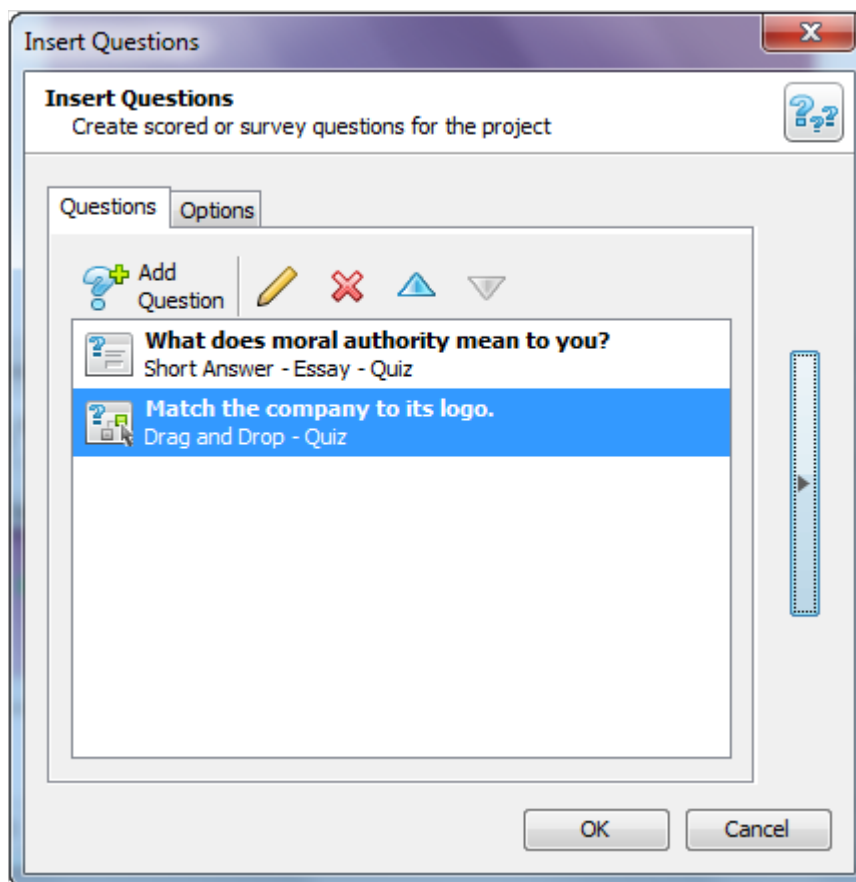
To **DELETE** a question bank:

1. In the *Question Banks* tab, select a **Question Bank** from the list.
2. Click the **Delete** button.
3. Click **Yes** to confirm the deletion.

Note: If you have any Random Question slide associated with the Question Bank, you will not be allowed to delete the bank.

Adding Questions to Banks

Once you've created one or more question banks, you can start inserting new question slides (with the exception of a Random Question slide type) into selected banks.



To **ADD** a new question to a bank:

1. In the *Question Banks* tab, select the desired question bank. If there are no question banks available, you must create at least one bank using the instructions outlined in the previous section.
2. Select the desired **Question Bank** from the list.
3. Click the **Add Question** button. The *Insert Questions* dialog displays with two tabs:
 - a. *Questions* tab:
 - i. Click the **Add Question** button.
 - ii. In the *Question* dialog that displays:
 1. Select a *Question Type* from the list. As noted previously, you can NOT add a Random Question type in a bank.
 2. Enter a question or statement in the **Question** field. This will be used as the question text.
 3. The *Scoring Mode* is determined by the question bank, so options here are grayed out.
 4. Select a *Style* to apply to the question slide.
 5. Click **OK** to save selections and return to the previous dialog.
 6. Repeat these steps for additional questions.
 - b. *Options* tab:
 - i. Select a **Stylesheet** from the list to apply to the question slides.
 - ii. Optional: Click the right arrow to expand the dialog to preview the stylesheet or click the left arrow to collapse the preview area.
4. Click **OK** to close the dialog. All new question slides will be inserted into the selected question bank ready for further editing.

To **MOVE** or **COPY** a question slide to a bank (from the Main Timeline or other banks):

1. To **DRAG / DROP** a question slide from the Main Timeline into a bank:
 - a. Select the desired question bank.
 - b. Select the desired slide thumbnails from the *Slides* tab.
 - c. Hold down the left mouse button and drag them over the *Question Banks* tab.
 - d. Let go of the left mouse button to drop the selections into the selected question bank.

2. To **MOVE** a slide from one question bank to another bank:
 - a. Select the initial question bank.
 - b. Select one or more question bank slides.
 - c. Press **Ctrl+X** (to cut) the question slides from the bank.
 - d. Select the destination question bank.
 - e. Press **Ctrl+V** (to paste) the question slides into the selected bank.
3. To **COPY** a slide from the Main Timeline or another question bank:
 - a. Main Timeline:
 - i. Select one or more slide thumbnails from the Main Timeline.
 - ii. Press **Ctrl+C** (to copy) the question slides.
 - iii. Select the destination question bank.
 - iv. Press **Ctrl+V** (to paste) the copied slides into the bank.
 - b. Bank to Bank:
 - i. Select the initial question bank.
 - ii. Select one or more question slide thumbnails.
 - iii. Press **Ctrl+C** (to copy) the question slides.
 - iv. Select the destination question bank.
 - v. Press **Ctrl+V** (to paste) the copied slides into the bank.

Modifying Question Slides in Question Banks

There are several ways in which you can modify question slides within a bank. This section highlights some of these scenarios.

When Adding New Questions to a Bank

1. In the *Question Banks* tab, select a question bank.
2. Click the **Add New Question** button. The *Add Questions* dialog displays.
3. In the *Questions* tab:
 - a. Click the **Add Question** button to add new questions as described in the previous section then click **OK** to return to the previous dialog.
 - b. To **MODIFY** a question:
 - i. Select a question from the list.
 - ii. Click the **Modify** button.
 - iii. In the *Question* dialog, make your edits as needed.
 - iv. Click **OK** to save changes and return to the previous dialog.

- c. To **MOVE** a question up / down in the list:
 - i. Select a question from the list.
 - ii. Click the **Up / Down** arrow to move it **Up / Down** in the list.
 - d. To **DELETE** a question:
 - i. Select a question from the list.
 - ii. Click the **Delete** button.
4. Once all your edits are made, click **OK** to close the dialog.

Questions Within a Bank

You can easily edit question bank slides similar to how you would when working on project slides along the Main Timeline or master slides.

To **MODIFY** question slides within a bank:

1. In the *Question Banks* tab, select the question slide thumbnail to load it in the *Slide Editing* area.
2. Make your edits as needed directly to the slide in the *Slide Editing* area.
3. Select **File > Save** from the Menu bar to save your changes.

Question Slide Thumbnails Within a Bank

This section covers some additional information when working with question slide thumbnails in the *Question Banks* tab.

To **SELECT** a question bank:

1. In the *Question Banks* tab, click the down arrow to display the selections in the *Question Banks* list.
2. Select a question bank from this list.

To **ZOOM IN / ZOOM OUT** on question slide thumbnails:

1. In the *Question Banks* tab:
 - a. Click the **Zoom In** button to zoom in on the thumbnails.
 - b. Click the **Zoom Out** button to zoom out on the thumbnails.

To **REFRESH** a single question slide thumbnail or all thumbnails:

1. In the *Question Banks* tab:
 - a. To refresh the view of a specific thumbnail:
 - ii. Select the desired thumbnail.
 - iii. Click the **Refresh Thumbnail** button.
 - b. To refresh the view of all thumbnails:
 - iv. Click the **Refresh All Thumbnails** button.

To **NAVIGATE** between question slides:

1. In the *Question Banks* tab, click on a thumbnail to make it the active slide in the *Slide Editing* pane.
2. To switch to another question slide, click its thumbnail in the list.
3. To progress through question slides one by one, use the up / down / right / left arrow keys on your keyboard.

To **REORDER** question slide thumbnails:

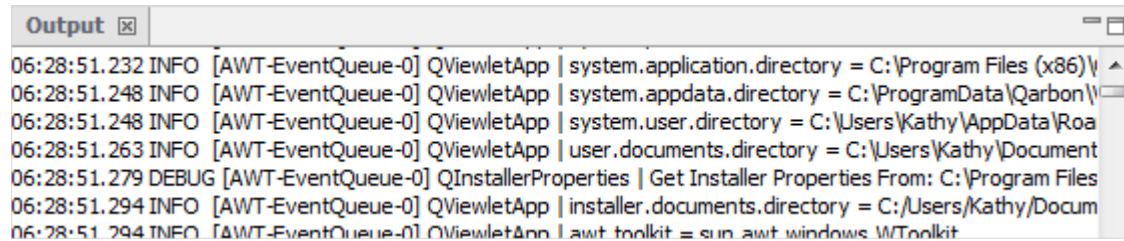
1. In the *Question Banks* tab, select one or more question slide thumbnails.
2. Hold down the left mouse button and drag the slides to the desired location in the list.
3. Let go of the left mouse button to drop into place.

To **DELETE** a question slide:

1. Select the desired question slide thumbnail.
2. Click the **DELETE** button.
3. When prompted, click **Yes** to confirm the deletion.

OUTPUT TAB

The *Output* tab contains a record of information that can help Qarbon find and correct ViewletQuiz5 Professional programming errors. The information that is recorded in this tab is determined by preferences set up for ViewletQuiz5 Professional.



```
Output [x]
06:28:51.232 INFO [AWT-EventQueue-0] QViewletApp | system.application.directory = C:\Program Files (x86)\
06:28:51.248 INFO [AWT-EventQueue-0] QViewletApp | system.appdata.directory = C:\ProgramData\Qarbon\
06:28:51.248 INFO [AWT-EventQueue-0] QViewletApp | system.user.directory = C:\Users\Kathy\AppData\Roa
06:28:51.263 INFO [AWT-EventQueue-0] QViewletApp | user.documents.directory = C:\Users\Kathy\Docum
06:28:51.279 DEBUG [AWT-EventQueue-0] QInstallerProperties | Get Installer Properties From: C:\Program Files
06:28:51.294 INFO [AWT-EventQueue-0] QViewletApp | installer.documents.directory = C:/Users/Kathy/Docum
06:28:51.294 INFO [AWT-EventQueue-0] QViewletApp | awt.toolkit = sun.awt.windows.WToolkit
```

To **ACCESS** the *Output* tab:

1. Select **View > Tabs > Output** from the Menu bar.
2. Click the *Output* tab to access its features.

To **LOCATE THE LOG FILE** containing the information also displayed in the *Output* tab:

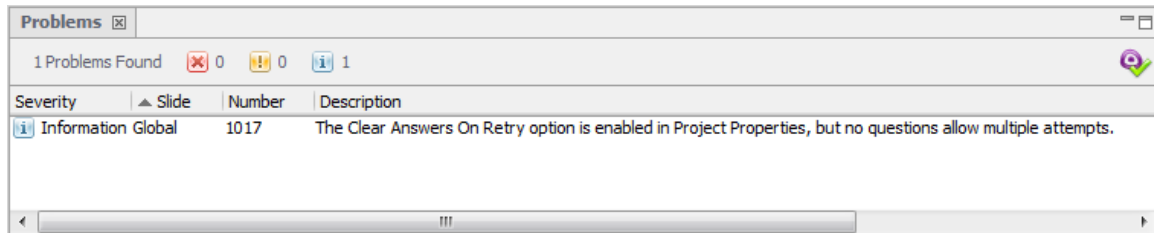
1. Select **Edit > Preferences** from the Menu bar.
2. In the *Preferences* dialog, select the *Logging* tab.
3. In the *Log File* area, the path to where the log file is saved displays in the *File* field. If you can't see the entire path to the file, click the **Browse** button next to the *File* field.

To **CLEAR** the *Output* tab:

1. Select **Edit > Preferences** from the Menu bar.
2. In the *Preferences* dialog, select the *Logging* tab.
3. In the *Output* area, click the **Clear Output Window** button.

PROBLEMS TAB

The *Problems* tab allows you to validate your project for potential issues. The Qarbon Dev Team created a “Top 25” list of things that could possibly go wrong with a project—those that have generated a lot of support tickets in the past. Armed with this information, a new project validation tool was created to check for these potential issues.



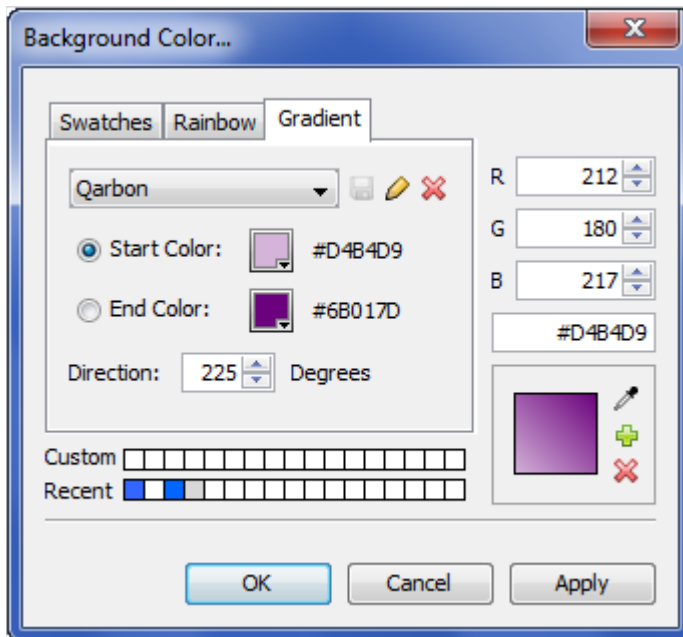
Let's see how this might work. For example, on a quiz slide, you might forget to mark the correct response for the question. Believe it or not, this is a common mistake. And, because of this, you wonder why your Viewlet is not scoring results correctly. Using this validation feature, you can find the issue and provide the solution a lot quicker than in previous versions.

To run **PROJECT VALIDATION** from the *Problems* tab:

1. Select **View > Tabs > Problems** from the Menu bar.
2. In the *Problems* tab that displays, click the **Click here** link to run project validation.
3. The validation results are listed.
4. Read through the list of issues and correct them as needed.
5. Click the **Validate Project** button (right side of tab) to rerun project validation.
 - a. Resolved issues are removed from the list.
 - b. If all issues are resolved, a **No Problem Found** message displays at the top of the tab.

Color Dialog

A background color is the color used to “fill” a project element such as a shape, message object, slide, etc. A border color is the color used as the “line” color around a slide object such as a shape, image, etc. When working with background and/or border color options, you have various choices to make. This chapter provides general instructions when working with background color and border color while editing your Viewlet project.



BACKGROUND COLOR

A Background Color can be applied to various elements within your project including slides, balloons, notes, highlights, lines, arrows, etc. When available, the Background Color is the color used to “fill” the selected element.

To set a Background Color:

1. Click the **Background Color** button.
2. In the *Background Color* screen that displays, select one of the tabs (Swatches, Rainbow).
 - a. **Swatches** (tab)
 - Use the swatches area to click on a color of choice.
 - Or, type in an R-G-B or Hexadecimal number for the desired color.
 - Or, move the “eye dropper” over the desired color and click to select it as the color of choice.
 - To add a color to the **Custom** choices, select the desired color then click the green “plus” icon.

- To remove a color from the Custom list, select the color and click the “red X” (under the green “plus” icon).
- b. **Rainbow** (tab)
- Use the rainbow palette area to click on a color of choice.
 - Or, type in an R-G-B or Hexadecimal number for the desired color.
 - Or, move the “eye dropper” over the desired color and click to select it as the color of choice.
 - To add a color to the **Custom** choices, select the desired color then click the green “plus” icon.
 - To remove a color from the Custom list, select the color and click the “red X” (under the green “plus” icon).
3. Once the color is selected, click **OK** to close the dialog and apply it.

BORDER COLOR

A Border Color can be applied to the lines that “border” various slide elements such as images, shapes, etc.

To set a Border Color:

1. Click the **Border Color** button. The *Border Color* screen displays.
2. Follow the same instructions found in steps 2 and 3 as previously outlined for “Background Color” to select a Border Color (substituting the *Border Color* screen for the *Background Color* screen).

GRADIENT COLORS

In the *Color* dialog, there is a *Gradient* tab where you can create, edit and apply custom gradients to slide background colors.


There are several gradients pre-installed and are available from the drop-down list:

You can select a pre-installed gradient from the list, rename a gradient, create/save new gradients or delete gradients that you no longer need. This section highlights the basics of working with gradient colors.

Select a Gradient for the Slide Background Color

1. Select the slide you want to use for the gradient.
2. Click the **Background Color** button.
3. Select the **Gradient** tab.
4. Select a gradient from the drop-down list.
5. Click **OK** to apply it to the slide.

Create a New Gradient

1. In the *Gradient* tab (*Background Color* dialog), select *Unnamed Gradient* from the drop-down list.
2. Select a **Start Color** by clicking the **Start Color** button. In the dialog that displays, select a color and click **OK** to save the selection and to close the dialog.
3. Select an **End Color** by clicking the **End Color** button and, using the same steps you did when choosing a Start Color, select an End Color in the dialog that displays, clicking **OK** to save the selection and to close the dialog.
4. When both colors are selected, make sure to take a look at the **Preview** area, which displays the current gradient effect for the selected colors.
5. Use the up/down arrows to change the **Direction** of the gradient. Watch the Preview area as you change the “degrees”.
6. Once you are satisfied with your selections, click the **Save**  button. The **Save “Unnamed” Gradient** dialog displays.
7. Enter a name for the gradient and click **OK** to save it. The new gradient is saved to the list for future use.

Rename a Gradient

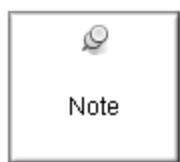
1. In the *Gradient* tab (*Background Color* dialog), select a gradient from the drop-down list.
2. Click the **Rename Gradient** button.
3. In the **Rename Gradient** dialog that displays, modify the name as needed.
4. Click **OK** to save the changes and to close this dialog.

Remove a Gradient

1. In the *Gradient* tab (*Background Color* dialog), select a gradient from the drop-down list.
2. Click the **Remove Gradient** button. Be careful when removing a gradient because once you click the removal button, the gradient is permanently removed/deleted from the drop-down list.

Notes, Balloons, Text Boxes

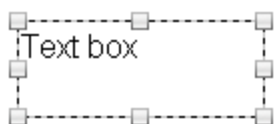
ViewletQuiz5 Professional allows you to add impact to your Viewlet projects with notes, balloons and text boxes. These slide elements are also referred to as messages. Here are some 'best practices' for these elements:



Note: A note is used to “introduce” a topic or action that is about to occur. It is also used in situations when you want to make sure the viewer takes notice of some important content such as special information, a tip or trick, or even a “warning” of some type.



Balloon: A balloon is used to “point out” an area of the screen or an action. For example, a balloon may contain text that discusses different areas of the screen while using its “pointer” to point at the area being discussed. Or, more commonly, a balloon may point at a button or text entry field with instructions for the viewer to “interact” with the Viewlet.



Text Boxes: A text box is used to “seamlessly blend” text into its background, whether it be the slide itself, a shape or an image or even other text. Text boxes are also used as the “question” box for quiz and survey question types.

AUTHORING PREFERENCES

As described earlier in this guide, you can set the default ‘text editing’ preference when setting up preferences for your authoring application. This will determine the default method your application will initially use when you work with notes, balloons, and text boxes, however, you can switch between text editing methods while working on your project.

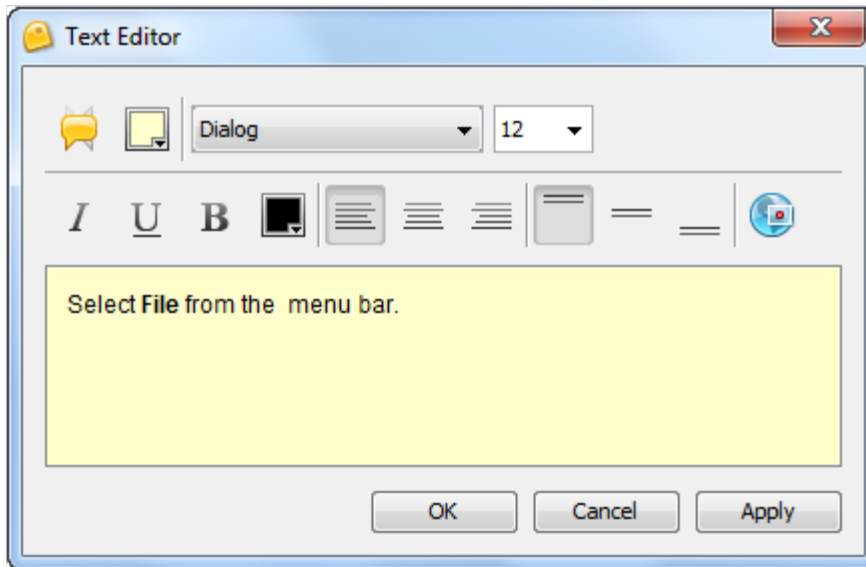
Edit in Place

This is the “classic” message editing method used in previous versions. This method allows you to edit text directly in the note, balloon, or text box (without opening a dialog). It also allows you to change the Message objects attributes using various buttons on the object’s Context Sensitive Toolbar (when the object is selected and not in text editing mode).



The Text Editor

The **Text Editor** offers an alternative way to editing message objects in ViewletQuiz5 Professional all within the same dialog.



When the “Text Editor” option is used, an editor dialog displays when you are in text edit mode. Inside the *Text Editor* dialog, you can use the:

- **Message Type** button to change the object’s style and type.
- **Background Color** button to change the object’s fill color.
- **Font** list and **Font Size** list to change the text font type and size.
- **Italic**, **Underline**, or **Bold** button to change text attributes.
- **Text Color** button to change selected text color.
- Alignment buttons to **Left Align**, **Center Align**, **Right Align**, **Top Align**, **Middle Align** or **Bottom Align** selected text.
- **Hyperlink** button to turn selected text into a clickable hyperlink.
- **Text edit** field to select text to edit or to select text to apply any of the available text attributes (font, font size, italic, bold, underline, color, alignment, hyperlink).
- **OK** button to save edits in the dialog.
- **Cancel** button to exit the dialog without saving any changes.
- **Apply** button to apply changes without exiting the dialog.

To open the “Text Editor” from the Context Sensitive Toolbar or “right click” menu:

1. Select the Message object you want to edit by single clicking it to select it.
2. Click the **Text Editor** button on the Context Sensitive Toolbar,

OR

3. Right click on the Message object and select **Open in Text Editor** from the shortcut menu.
4. The *Text Editor* dialog displays. Make edits as needed and click **OK** to save changes and to close the dialog.

While working with Message objects, you will find the process and options used during the “editing” operation will be basically the same for each object whether it is a note, balloon or text box.

To insert a **Message** object on a slide:

Note:

1. Click the **Insert Note** button on the Object Toolbar.
2. If you selected for “message editing”:
 - a. Edit in Place: A note object will display on the slide with a “blinking cursor” inside it. This indicates the note is ready for you to start typing in it.
 - b. Text Editor: The *Text Editor* dialog displays. Make your selections for the text using the available buttons (font, font size, etc.) and type your text in the “text edit” field. Click **OK** to save the information and the note will be inserted on the slide.

Balloon:

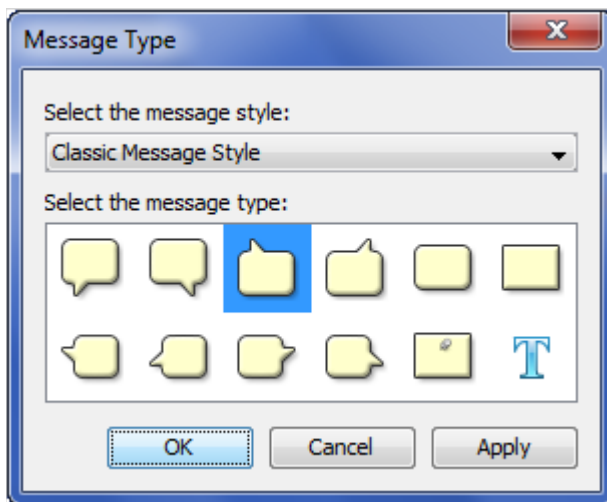
3. Click the **Insert Balloon** button on the Object Toolbar.
4. If you selected for “message editing”:
 - a. Edit in Place: A balloon object will display on the slide with a “blinking cursor” inside it. This indicates the balloon is ready for you to start typing in it.
 - b. Text Editor: The *Text Editor* dialog displays. Make your selections for the text using the available buttons (font, font size, etc.) and type your text in the “text edit” field. Click **OK** to save the information and the balloon will be inserted on the slide.

Text Box:

5. Click the **Insert Text Box** button on the Object Toolbar.
6. The cursor changes to a cross-hair shape. Move the cursor over the slide and click where you want to “anchor” one corner of the text box. Hold down the left mouse button and draw the text box on the slide.
7. If you selected for “message editing”:
 - a. Edit in Place: A text box object (surrounding by a “bounding box” that looks like a “dotted rectangle” with gnodes (grab handles) for resizing the box) will display on the slide with a “blinking cursor” inside it. This indicates the text box is ready for you to start typing in it.
 - b. Text Editor: The *Text Editor* dialog displays. Make your selections for the text using the available buttons (font, font size, etc.) and type your text in the “text edit” field. Click **OK** to save the information and the text box will be inserted on the slide.

MESSAGE OBJECTS**Styles and Type**

Once you insert a Message object on a slide, you can change its “style” and its “type” at any time without recreating it from scratch. The process for doing this is the same for all Message objects.



To change object’s style and / or type:

Using “Edit in Place” message editing:

- Single click the message object to select it.
- Click the **Message Type** button on the Context Sensitive Toolbar.

- The *Message Type* dialog displays. Select:
 - A “message style” from the first list.
 - A “message type” from the second list.
- Click **OK** to save and apply the selections.

Using “Text Editor” message editing:

- Double click the Message object.
- The *Text Editor* dialog displays. Click the **Message Type** button.
- The *Message Type* dialog displays. Select:
 - A “message style” from the first list.
 - A “message type” from the second list.
- Click **OK** to save selections and to close the *Message Type* dialog.
- Click **OK** to close the *Text Editor* dialog and to apply changes.

Background Color

You can change the background color of a note or balloon while the Message object is selected (using the “Edit in Place” message editing method) or from inside the *Text Editor* dialog.

Edit in Place

To **CHANGE** the background color of a note or balloon:

1. Single click the note or balloon to select it.
2. Click the **Background Color** button on the Context Sensitive Toolbar.
3. The *Background Color* dialog displays. Make your color selections in either the *Swatches* or *Rainbow* tab.
4. Click **OK** to apply the selected color to the Message object.

Text Editor

To **CHANGE** the background color of a note or balloon:

1. Double click the note or balloon to open the Text Editor.
2. In the *Text Editor* dialog, click the **Background Color** button.
3. The *Background Color* dialog displays. Make your color selection in either the *Swatches* or *Rainbow* tab.

4. Click **OK** to save the selection and to close the *Background Color* dialog.
5. Click **OK** to close the *Text Editor* dialog and to apply the selected color.

Alignment Tools

When the Message object is selected (not in text edit mode), three object “alignment” buttons display on the Context Sensitive Toolbar. These buttons can be used to align a selected Message object on the slide.

To **ALIGN** a Message object on a slide:

1. Single click on the desired Message object.
2. Click the:
 - a. **Center Horizontally** button to horizontally center the selected object on the slide.
 - b. **Center Vertically** button to vertically center the selected object on the slide.
 - c. **Center** button to center (both horizontally and vertically) the selected object on the slide.

Text Options

While working with Message objects (notes, balloons, text boxes), you will want to customize the various attributes that can be applied to the textual content. Text options include: font, font size, attributes (italic, bold, underline), text color, text alignment within the Message object and hyperlink capability. Each of these options is available while editing text using:

- **Edit in Place:** Double click the Message object so that a “blinking cursor” displays inside it. This indicates you are in “text edit” mode and a Context Sensitive Toolbar is available with various buttons for text editing options.
- **Text Editor:** Double click the Message object to open the *Text Editor* dialog. The text option tools are available within this dialog (as shown in the image below).

To **EDIT** text in a Message object:

1. **Double click** on the Message object. Depending on the “message editing” method used, either a Context Sensitive Toolbar (for “Edit in Place” message editing) or a *Text Editor* dialog (for “Text Editor” message editing) displays.
2. Highlight the text you want to edit (either in the Message object itself or within the text edit field in the *Text Editor* dialog).
3. Click the applicable option to make the desired text edit:
 - a. **Font:** Select a new font from the *Font* list.
 - b. **Font Size:** Select a new text size from the *Font Size* list.
 - c. **Italic:** Click the **Italic** button to set the selected text in italics.

- d. **Underline:** Click the **Underline** button to underline the selected text.
 - e. **Bold:** Click the **Bold** button to bold the selected text.
 - f. **Text Color:** Click the **Text Color** button. In the *Text Color* dialog, select a color from either the *Swatches* or *Rainbow* tab then click **OK**.
 - g. **Left Align:** Click the **Left Align** button to left align the text in the Message object.
 - h. **Center Align:** Click the **Center Align** button to center the text in the Message object.
 - i. **Right Align:** Click the **Right Align** button to right align the text in the Message object.
 - j. **Top Align:** Click the **Top Align** button to align the text at the top of the Message object.
 - k. **Middle Align:** Click the **Middle Align** button to align the text in the middle of the Message object.
 - l. **Bottom Align:** Click the **Bottom Align** button to align the text at the bottom of the Message object.
 - m. **Hyperlink:** Click the **Hyperlink** button. In the *Hyperlink* dialog that displays, make your selections as required and click **OK** to close the dialog.
4. To exit text edit mode while using the message editing option:
 - a. **Edit in Place:** Click off the Message object to deselect it.
 - b. **Text Editor:** Click **OK** to save the changes and to close the *Text Editor* dialog.

Resizing

ViewletQuiz5 Professional offers an option on the message object's Context Sensitive Toolbar that allows you to automatically resize the message object as text is edited. This feature can be enabled / disabled at will.

To **ENABLE** "automatic" resizing of a Message object as you edit text:

1. Click on the Message object to load its Context Sensitive Toolbar.
2. Click the **Automatically size message to fit when editing** button.
3. **Double click** to Message object to enter "text edit" mode.
4. If you selected for "Text Editing":
 - a. Edit in Place: As you edit text, the object automatically resizes as you type directly in the Message object.
 - b. Text Editor: The *Text Editor* displays. Once you click **Apply** or **OK** to save the text edits, the Message object will be automatically resized.

To **MANUALLY** resize a Message object:

1. Single click on the Message object to select the object itself (not in text edit mode). A “bounding box” (dotted rectangle) will display around it.
2. Move your cursor over one of the gnodes (grab handles). When the cursor changes to a “double arrow” shape, hold down the left mouse button and drag to resize the Message object.
3. Let go of the left mouse button to complete the resizing action.

Miscellaneous Features

To **MOVE** a Message object on a slide:

1. Click the object to select it so that a “bounding box” (dotted rectangle) displays around it.
2. Point your cursor over the selected Message object. When the cursor changes to a “hand” shape, hold down your left mouse button and drag the object to its new location on the slide.
3. Let go of the left mouse button to drop the object into place.

To **ATTACH AUDIO** to a Message object:

1. Click the object to select it so that a “bounding box” (dotted rectangle) displays around it.
2. Click the applicable **Attach Sound** button on the Context Sensitive Toolbar.
3. In the *Sound* dialog that displays, insert or record a sound file.
4. Click **OK** to save the sound file and attach it to the Message object.

To **ADD A SHADOW** to a message object:

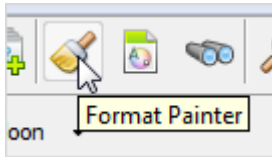
1. Select the message object (note, balloon or text box) so the object itself is selected (and you are NOT in text edit mode).
2. Click the **Shadow Properties** button.
3. Make your selections in the *Shadow Properties* dialog and click **OK** to apply.

To **REMOVE** a Message object from a slide:

1. Click on the Message object to select it.
2. Click the **Delete** button on the Context Sensitive Toolbar. The selected object will be deleted.

Format Painter

The Format Painter may be used to quickly change text properties in notes, balloons and text boxes. It can also be used to change properties of a shape object's border (color, width) and fill color based on another shape.



To use the Format Painter to apply text attributes from one message object to another:

1. Make your changes to text in your message object.
2. Click on the text (or click anywhere inside the text) that will be copied from.
3. Click the **Format Painter** button.
4. Click on subsequent text objects to apply this formatting from the first selection.
5. Continue clicking on text on the current or any other slide to apply the formatting.
6. When you are finished, click the **Format Painter** button to deselect it.

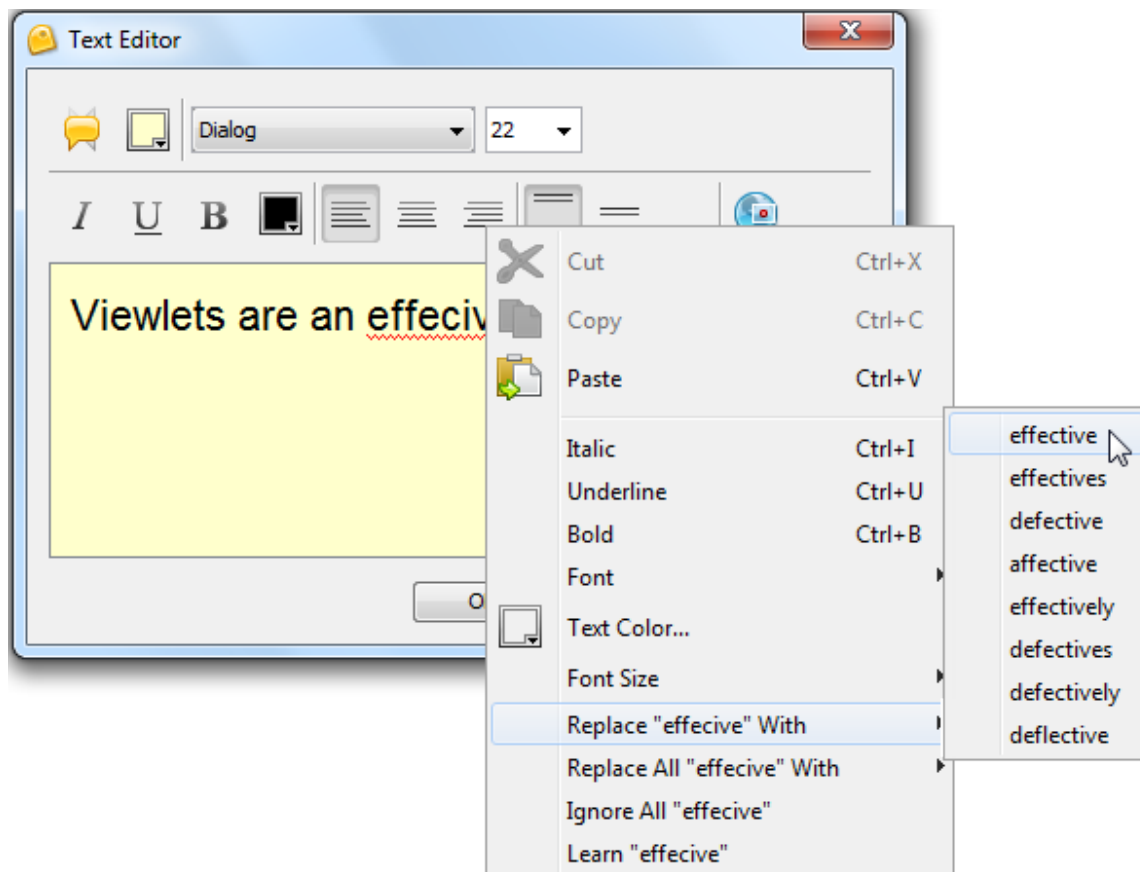
To use the Format Painter to copy a shape's attributes and apply them to other shapes:

1. Make your changes to the shape as desired and then make sure it is selected.
2. Click the **Format Painter** button.
3. Click on subsequent shapes to apply the formatting.
4. When you are finished, click the **Format Painter** button to deselect it.

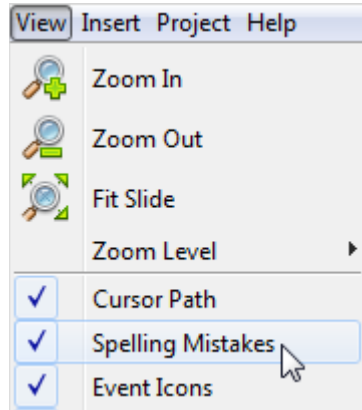
Dictionary, Spell Check, Search and Replace

ViewletQuiz5 Professional offers various tools to help you make sure that your content is accurate, typos are caught and corrected, and grammar rules are followed. These features include:

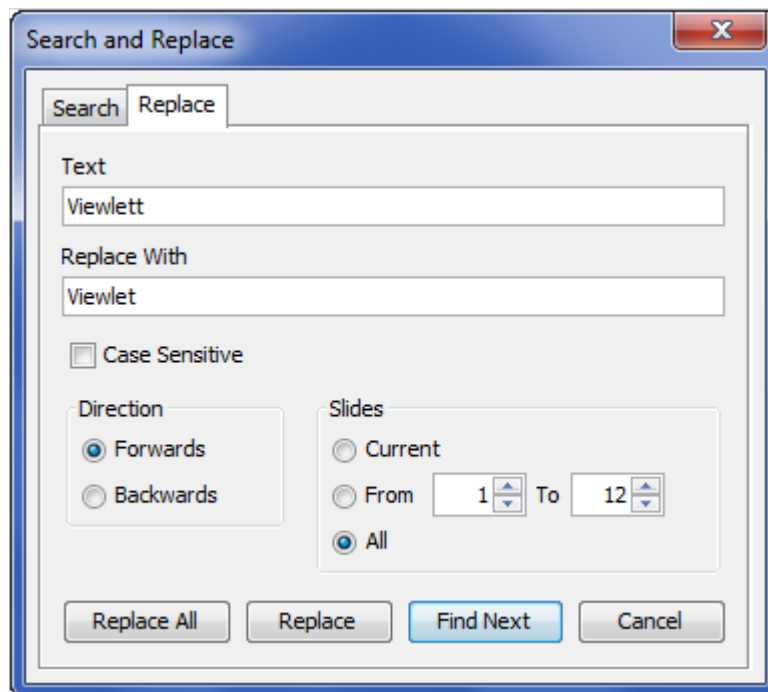
- **Dictionary:** Set your dictionary to one of several languages. The dictionary helps you catch unwanted typos and allows you to build it for more complex content by adding custom words.



- **Spell Check:** Enable the “Spelling Mistakes” option from the View menu to automatically check text in message objects against the selected dictionary. Incorrectly spelled words, or words not recognized by the dictionary, will be quickly identified by a red, squiggly underline.



- **Search and Replace:** Use this tool to quickly search for and replace a specific word (or even a phrase) on a message by message basis or throughout the entire project.



To **SET** your dictionary and spell check preferences:

1. Select **Edit > Preferences** from the menu bar.
2. Select the *Spelling* tab.
3. Select a language to use for the spell check dictionary from the list.
4. Select additional options for the spell check as needed.

To **ENABLE / DISABLE** the Spell Check tool:

1. To enable the Spell Check tool, select **View > Spelling Mistakes** from the menu bar.
2. When a word is incorrectly spelled or is not recognized by the selected dictionary, it will be designated with a “red squiggly underline”.
3. To disable the spell check tool, select **View** from the menu bar.
4. If the **Spelling Mistakes** option has a checkmark next to it, click it to remove the checkmark to deselect the tool.

To **CORRECT A TYPO** using the right click menu:

1. Click anywhere in the text where the typo appears (as indicated by the red squiggly underline).
2. **Right click** to display the shortcut menu.
3. At the bottom of the shortcut menu, select the appropriate option:
 - a. **Replace:** Select this option to display a list of suggested words to use to replace the “selected” incorrect text.
 - b. **Replace All:** Select this option to display a listed of suggested words to use to replace all instances of the “selected” incorrect text throughout the entire project.
 - c. **Ignore All:** Select this option to ignore all instances of the “selected” incorrect text throughout the project.
 - d. **Learn:** Select this option to add the “selected” incorrect text to the dictionary.

To **Search and Replace:**

1. Click the **Search and Replace** button on the Main Toolbar.
2. The *Search and Replace* dialog displays. Two tabs are available: *Search* and *Replace*.
3. To search for a specific word or phrase:
 - a. Select the *Search* tab if it is not already selected by default.
 - b. In the *Text* field, type in the word or phrase you want to search for.
 - c. Select the **Case Sensitive** option to narrow results.

- d. In the *Direction* area, select **Forwards** to search from this point in the project forwards, or select **Backwards** to search from this point in the object backwards.
 - e. In the *Slides* area, select:
 - i. **Current** to search the current slide.
 - ii. **From** and enter a number in each of the fields provided to search from a specific slide to a specific slide based.
 - iii. **All** to search all slides within the project.
 - f. Click the **Find Next** button to start the search operation.
4. To replace a specific word or phrase:
- a. Select the *Replace* tab.
 - b. In the *Text* field, type in the word or phrase you want to search for.
 - c. In the *Replace With* field, type in the word or phrase you want to use as the replacement text.
 - d. Select the **Case Sensitive** option to narrow results.
 - e. In the *Direction* area, select **Forwards** to search from this point in the project forwards, or select **Backwards** to search from this point in the object backwards.
 - f. In the *Slides* area, select:
 - i. **Current** to search the current slide.
 - ii. **From** and enter a number in each of the fields provided to search from a specific slide to a specific slide based.
 - iii. **All** to search all slides within the project.
 - g. Once all the information is entered / selected in the *Replace* tab, click the:
 - i. **Replace All** to search for and replace all instances of the text with the text provided.
 - ii. **Replace** to replace the currently “selected” text found after clicking the **Find Next** button.
 - iii. **Find Next** button to find the next instance of the desired word or phrase entered in the *Text* field.
5. Once you are finished using the Search and Replace tool, click the red “X” to close the dialog. Or, click **Cancel** to end the search and replace operation.

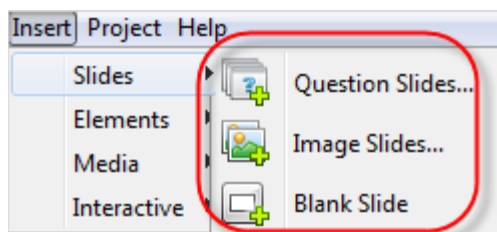
Working With Slides

There are several types of slides that you may insert into existing projects:

- Blank Slides
- Image slides
- Question Slides
- Question Bank

Each of these (in the list above) have been covered previously in this guide. This section provides general information for working with slides in your Viewlet project.

INSERTING SLIDES & QUESTION BANKS



To insert a **BLANK SLIDE**:

1. In the *Slides* tab, select a thumbnail. The inserted slide will be inserted right after this thumbnail.
2. Select **Insert > Slides > Blank Slide** from the Menu bar. Repeat these steps to insert additional blank slides.

To insert **IMAGE SLIDES**:

1. In the *Slides* tab, select a thumbnail. The new image(s) will be embedded onto slides right after this slide.
2. Select **Insert > Slides > Image Slides** from the menu bar.
3. Follow the instructions in the *Select Images to Import* dialog.
4. Click **OK** to insert the new image slides into your existing project.

To insert **QUESTION SLIDES**:

1. In the *Slides* tab, select a thumbnail. The Question slides will be inserted right after this slide.
2. Select **Insert > Slides > Question Slides** from the menu bar.
3. In the *Add Questions* dialog, make your question selections as you would when creating a new Question project.
4. Click **OK** to insert the new question slides into your project.

To insert a **QUESTION BANK**:

Note: Question Banks are NOT slides themselves, they are bank locations that hold question slides (scored-quiz; not scored-survey) for use with Random Question type slides. So, when inserting a new Question Bank from the Insert menu, it will be added to the list of Question Banks in the Question Banks tab.

1. Select **Insert > Slides > Question Bank** from the menu bar.
2. In the *Add Question Bank* that displays, follow the instructions for creating a new bank.
3. Click **OK** to close the dialog. The new Question Bank will be added to the list in the *Question Banks* tab.
4. Repeat these steps as needed for each new Question Bank.

PROPERTIES

The *Slide Properties* dialog contains options for:

- Main Timeline slides and Question Bank slides
- Master slides

Main Timeline Slides & Question Bank Slides

To **ACCESS** slide properties:

Main Timeline:

1. In the *Slides* tab, select a project slide thumbnail.
2. Click the **Slide Properties** button on the Context Sensitive Toolbar.
3. In the *Slide Properties* dialog, enter a:
 - a. **Name** for the slide title.
 - b. **Duration** number for the display time in seconds.
4. Click **OK** to save changes and close the dialog.

Question Bank:

1. In the *Question Banks* tab, select a bank from the *Question Banks* list.
2. Select a question slide thumbnail.
3. Click the **Slide Properties** button on the Context Sensitive Toolbar.
4. In the *Slide Properties* dialog, enter a:
 - a. **Name** for the slide title.
 - b. **Duration** number for the display time in seconds.
5. Click **OK** to save changes and close the dialog.

Master Slides

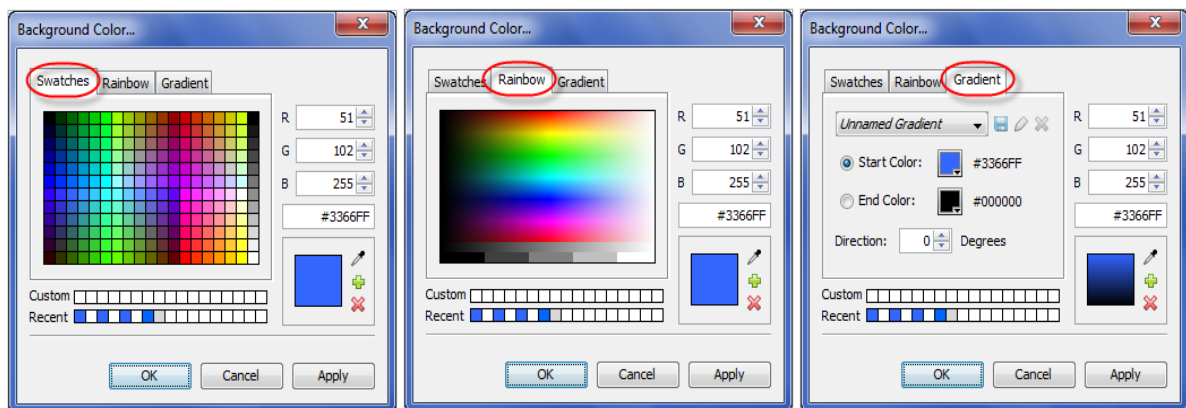
To **ACCESS** slide properties:

1. In the *Masters* tab, select a master slide thumbnail.
2. Click the **Slide Properties** button.
3. In the *Slide Properties* dialog, enter a **Name** for the slide title.
4. Click **OK** to apply and to close the dialog.

BACKGROUND COLOR & BACKGROUND FRAME

Background Color

Background color can be applied to project slides on the Main Timeline, master slides and question bank slides.



The *Background Color* dialog, when used to set options for a slide's background color, contains three tab options:

- Swatches
- Rainbow
- Gradient

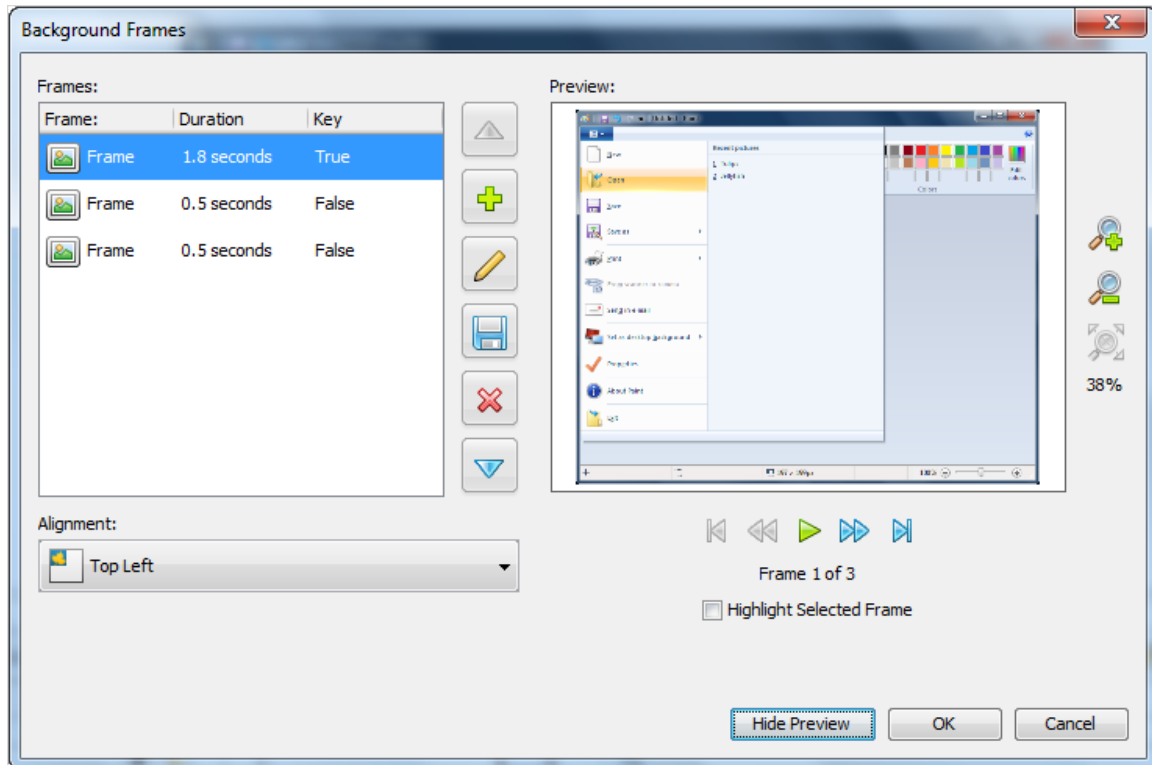
The *Background Color* dialog is covered earlier in this guide. This section focuses on working with background color for slides.

To **CHANGE** slide background color:

1. Select the slide or slides you want to work with.
2. Click the **Background Color** button from the Context Sensitive Toolbar.
3. In the *Background Color* dialog, select one of the (*Swatches*, *Rainbow*, *Gradient*) tabs.
4. Choose your color with the options available in your selected tab.
5. Click **OK** to apply the color and to close the dialog.

Background Frame

Background frames are images that are embedded as part of the slide's background. Unlike slide background color, background frames may only be applied to project slides on the Main Timeline and question bank slides. Background frames CANNOT be applied to master slides.



To **ADD** a background frame:

1. Select the slide or slides you want to work with.
2. Click the **Background Frames** button from the Context Sensitive Toolbar.
3. In the *Background Frames* dialog, click **Add Image** button.
4. In the *Background Frame* dialog:
 - a. Click the **Browse** button to locate and select an image file.
 - b. Select the **Key Frame** option if this image is the main background image.
 - c. Set options for its location and duration along the timeline.
5. Click **OK** to close the *Background Frame* dialog.
6. Click **OK** to close the *Background Frames* dialog and apply the new background frame image.

To **DELETE** a background frame:

1. Select the slide you want to work with.
2. Click the **Background Frames** button from the Context Sensitive Toolbar.
3. In the *Background Frames* dialog, click the **Remove Background** button.
4. Click **OK** to save changes and to close the dialog.

MOVING SLIDES

There are various ways to move slides with in a project. The easiest way to do it is while working with slide thumbnails.

To **MOVE** slides using **DRAG** and **DROP**:

1. Optional: Expand the tab containing the slides you are going to move.
2. Select the thumbnail of the slide you want to move. If you want to move multiple slides, you can hold down the **Shift** (adjacent slides) or **Ctrl** (non-adjacent slides) keys when clicking on slides to select them.
3. Hold down the left mouse button and drag to the new location.
4. Let go of the left mouse button to drop into place.

To **MOVE** slides using **CUT** and **PASTE**:

1. Optional: Expand the tab containing the slides you are going to move.
2. Select the thumbnail of the slide you want to move. If you want to move multiple slides, you can hold down the **Shift** (adjacent slides) or **Ctrl** (non-adjacent slides) keys when clicking on slides to select them.
3. Click the **Cut** button on the toolbar.
4. Click on the thumbnail where you want to insert the “cut” selection after.
5. Click the **Paste** button on the toolbar.

DELETING SLIDES

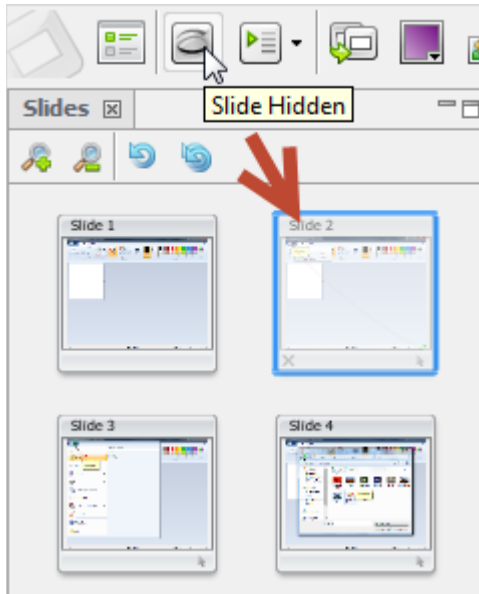
Project slides (on the Main Timeline), master slides and question bank slides can easily be deleted one-by-one or several at a time.

To **DELETE** one or more slides:

1. Select the applicable tab (*Slides, Masters, or Question Banks*).
2. Select the thumbnail of the slide you want to delete. If you want to delete multiple slides, you can hold down the **Shift** (adjacent slides) or **Ctrl** (non-adjacent slides) keys when clicking on slides to select them.
3. Click the **Delete** button on the toolbar.
4. A *Delete* warning dialog displays. Read the information in it and click the **Yes** button to confirm the deletion.

THE HIDDEN SLIDE

Available only with project slides on the Main Timeline, you have the option of hiding a slide instead of deleting it. This feature is handy because instead of deleting the slide, it will hide it so that it will not display while previewing or publishing the project, but can later be unhidden when needed.



Hidden slide benefits include:

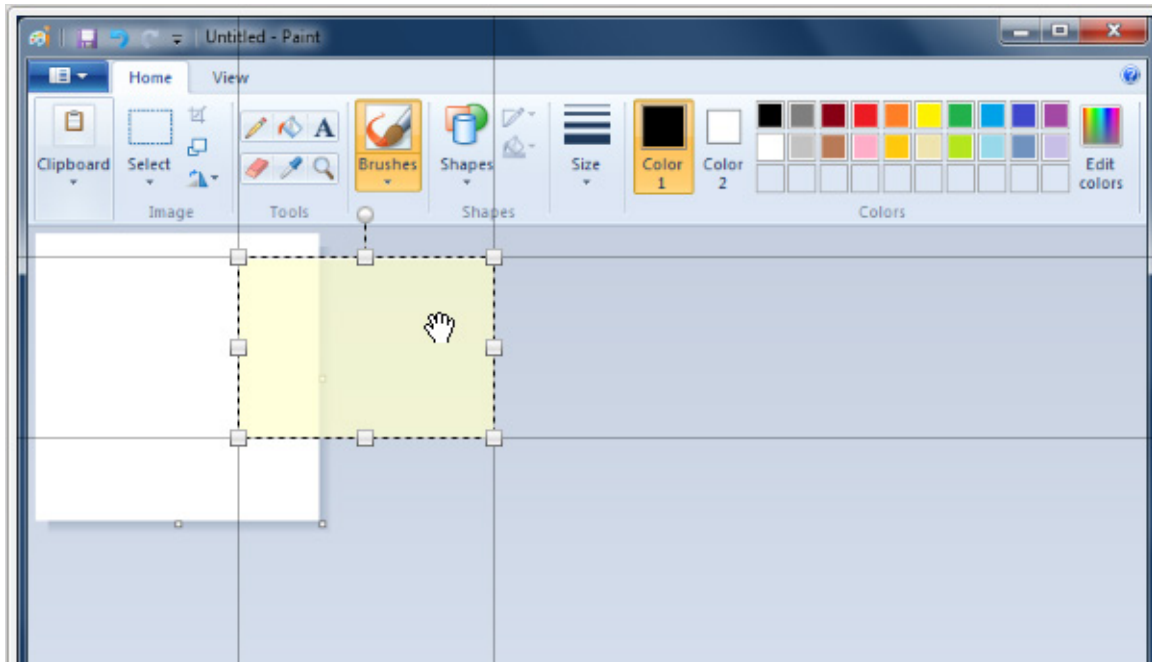
- The thumbnail for a hidden slide has an X in the lower left corner.
- If you select a hidden slide in thumbnails, it will display in slide edit view at 50% opacity.
- If you use slide navigation arrows to go from slide to slide, hidden slides are skipped.
- The duration of hidden slides is ignored in total project time playback.

To **HIDE** or **UNHIDE** a slide:

1. In the *Slides* tab, select the thumbnail of the project slide you want to hide (on the Main Timeline). If selecting multiple thumbnails, use the **Shift** (adjacent slides) or **Ctrl** (non-adjacent) key when clicking to select slides.
2. To hide a slide, click the **Hide Slide** button on the Context Sensitive Toolbar. Hidden slides will not display (or be heard) when previewing a project; however, they will remain in the slide count.
3. To display a slide, click the **Show Slide** button on the Context Sensitive Toolbar.

FLOATING GUIDES

Floating guides display when you select a slide object. As you drag the object across the slide (in the *Slide Editing* pane), you can use these guides to align the selection with other slide objects.



To **DISPLAY** floating guides:

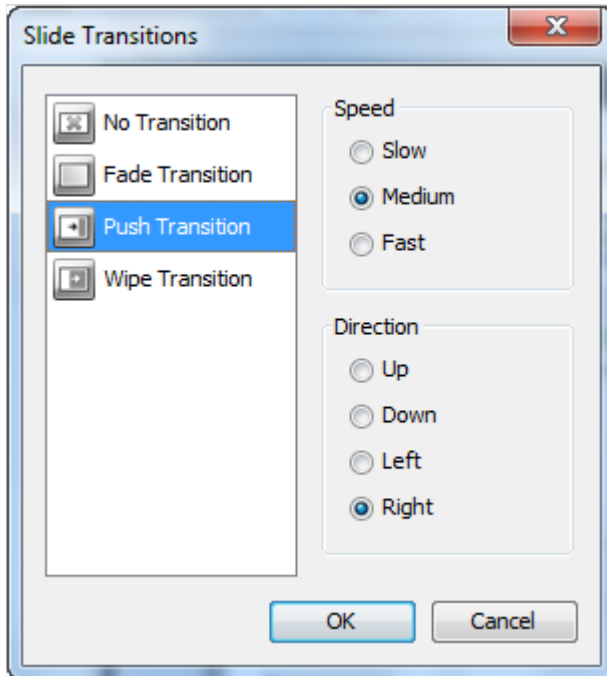
1. Select **View > Floating Guides** from the Menu bar.
2. Select a slide object and the floating guides display.

To **DISABLE** floating guides:

1. Select **View** from the Menu bar.
2. Deselect **Floating Guides** to remove the checkmark next to it and to disable this feature when selecting and moving slide objects.

SLIDE TRANSITIONS

Slide Transitions are applied between slides located on the project's Main Timeline. These are not visible when editing the project between slide thumbnails. If a slide has a transition applied to it, you will see a "transition" icon applied to its thumbnail as well as the actual transition applied along the Context Sensitive Toolbar.



There are several transitions available:

- **No Transition:** Select this option if you do NOT want any transition to occur between slides.
- **Fade Transition:** Select this option to fade the slide out before playing to the next slide.
- **Push Transition:** Select this option to have the next slide push the current slide out of view as it plays to the next slide.
- **Wipe Transition:** Select this option to have the current slide wipe off the screen to reveal the next slide as it plays to the next slide.

To **APPLY** a transition to one or multiple project slides:

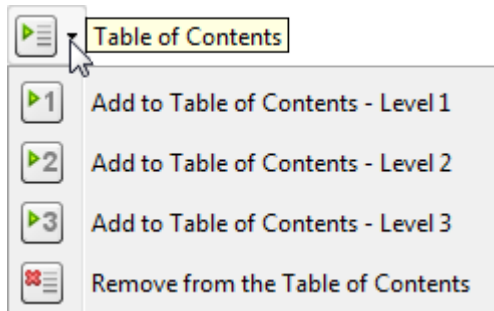
1. In the *Slide* tab, select one or more slide thumbnails.
2. Click the **Transition** button from the Context Sensitive Toolbar.
3. In the *Slide Transition* dialog that displays, select the desired transition.
4. Select any additional options that may display for the transition. These will vary.
5. Click **OK** to apply.

Side Bars (Table of Contents)

ViewletBuidler8 Enterprise provides features for you to automatically generate a Table of Contents, which displays in a ViewletSkin's *Side Bar*. This chapter provides some general information for setting up a Table of Contents for your Viewlet.

SLIDE SETUP

The first thing you need to do is determine which slides in your project (on the Main Timeline) will be included in the Table of Contents and at what level.

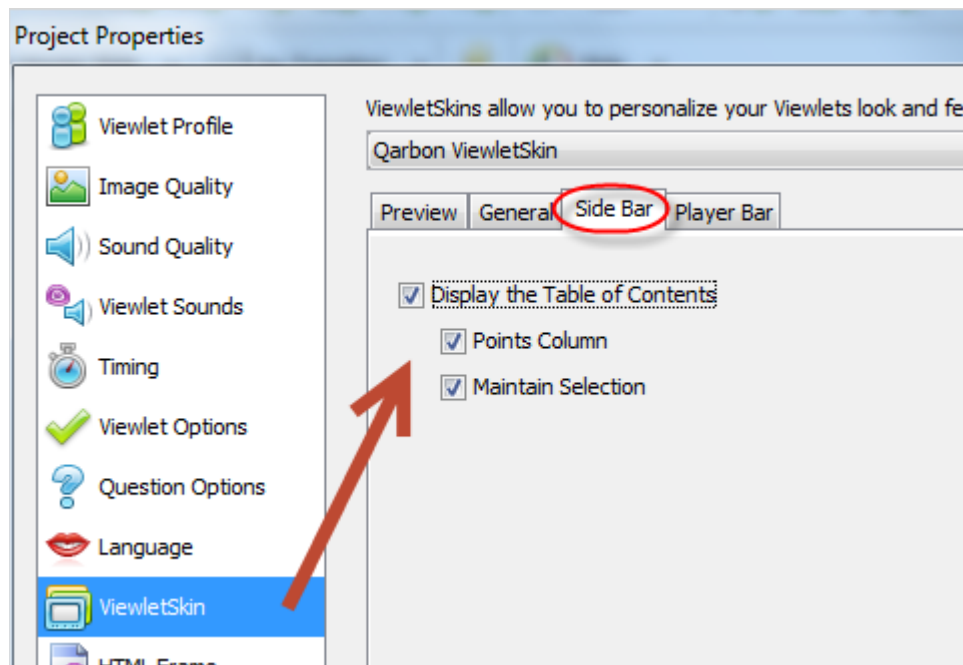


1. In the *Slides* tab, select the one or more slide thumbnails.
2. Click the **Table of Contents** button on the Context Sensitive Toolbar.
3. Select an option from the drop-down list:
 - a. Add to Table of Contents – Level 1
 - b. Add to Table of Contents – Level 2
 - c. Add to Table of Contents – Level 3
 - d. Remove from the Table of Contents
4. Once you are finished setting the Table of Contents option for each of your project slides on the Main Timeline, the next step is to configure your ViewletSkin *Side Bar* options. Click the **Save** button to save these changes.

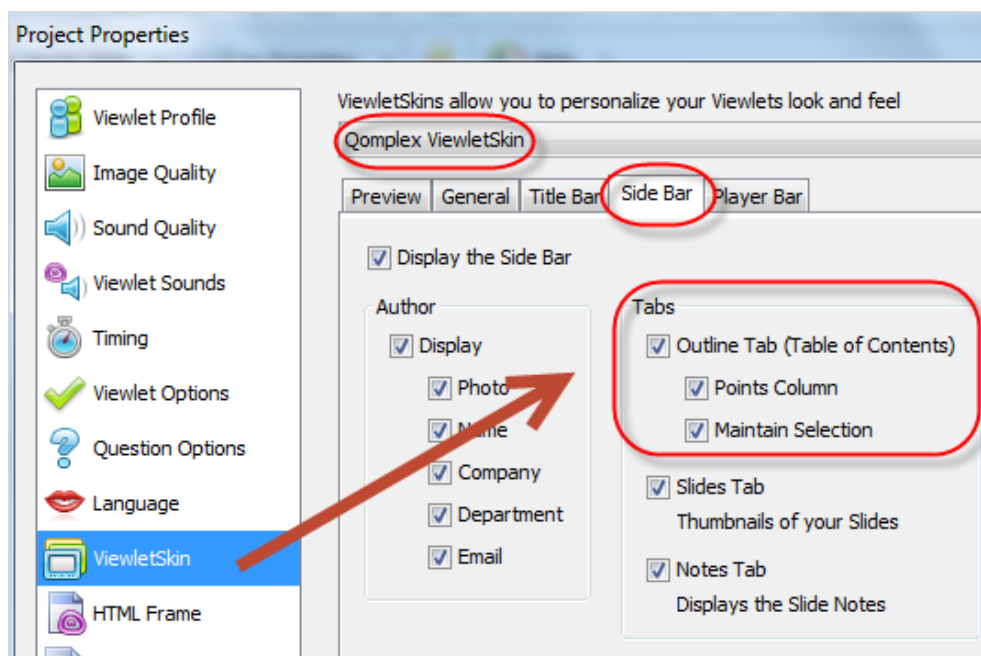
VIEWLETSKIN SETUP

Once you've determined the slides to include in the Table of Contents and at what level, you need to configure some *Side Bar* options for your selected ViewletSkin.

1. Select **Project > Project Properties** from the Menu bar.
2. In the *Project Properties* dialog that displays, select **ViewletSkin**.
3. Select a ViewletSkin from the drop-down list.
4. Select the *Side Bar* tab (this is where the option to display a Table of Contents with your skin is found).
 - a. All ViewletSkins EXCEPT the Qomplex ViewletSkin:



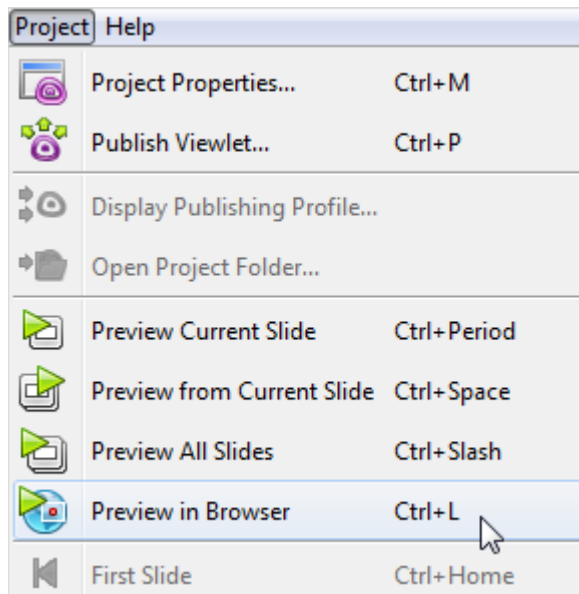
- i. Select the **Display the Table of Contents** option.
 - ii. Select additional options as needed:
 1. Points Column
 2. Maintain Selection
- b. Complex ViewletSkin options:



- i. Select the **Display the Side Bar** option.
 - ii. In the *Tabs* area:
 1. Select the **Outline Tab (Table of Contents)** option.
 2. Selection additional options as needed:
 - a. Points Column
 - b. Maintain Selection
5. Click **OK** to save the settings and to close the *Project Properties* dialog.

PREVIEW PLAYBACK

The last step you should take is to preview your results in a browser prior to publishing. To do this select **Project > Preview in a Browser**. Your Viewlet will launch in your default browser.



Here are some items to review when previewing the Table of Contents part of the skin:

- Make sure the actual Table of Contents displays. Depending on the ViewletSkin chosen, it may be already displayed or hidden. If you don't see it, look along the player bar for an option to display it.
- Review all of the slides in the Table of Contents to ensure:
 - Each are at the correct level (Level 1, Level 2, Level 3)
 - Only the slides you want are showing
- If you chose additional options, make sure they are displaying or working as expected.

If you find any issues with the Table of Contents when you preview your Viewlet, go back and check your slide settings and also the *Side Bar* settings of your ViewletSkin. Tweak as needed and preview again to double (or even triple) check your work.

Highlight Tools

The highlight tools give you the opportunity to create design elements that add extra dimension to your project and focus your viewer's attention right where you want it to be.

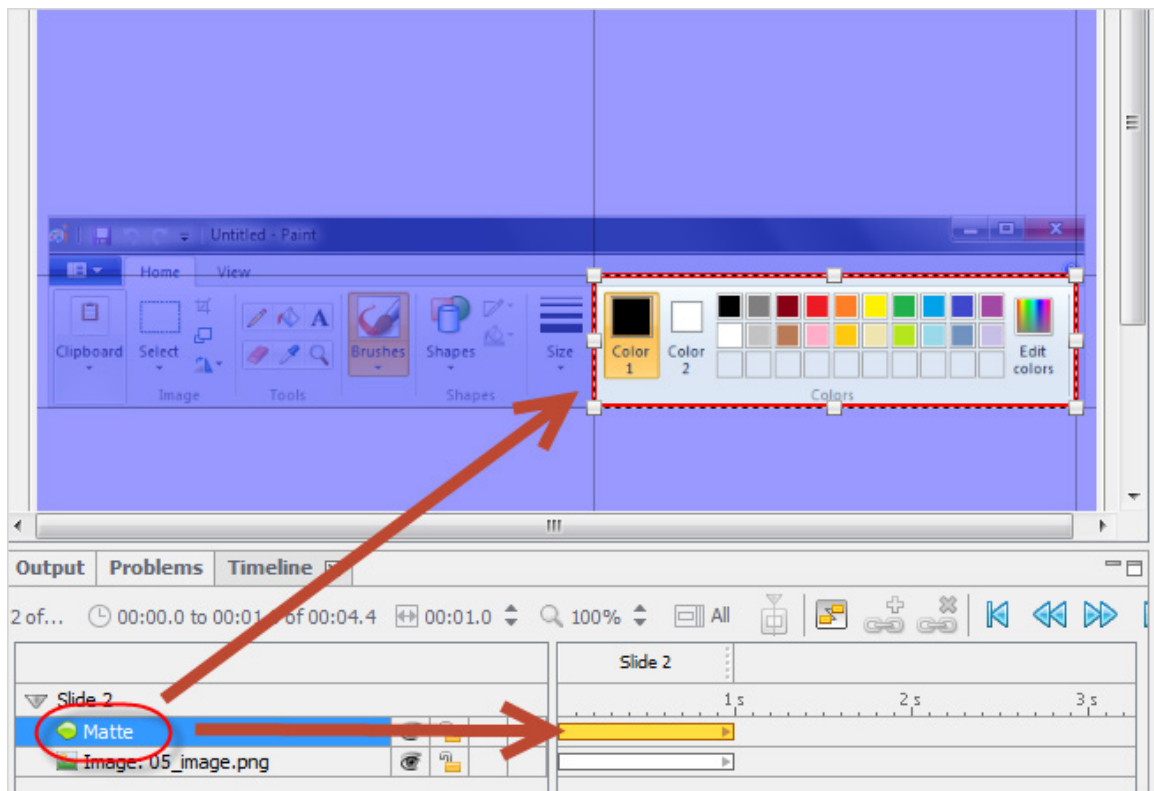
There are two available:

- Matte
- Color Highlight

Access to these tools is available via the *Insert* or a right click shortcut menu or by clicking the appropriate button on the *Object Toolbar*. This section highlights each of these tools

MATTE

The *Matte* highlighter lets you provide focus on an area of the slide while blocking out the rest of it. This section covers information for working with this feature.



To **INSERT** a *Matte*:

1. Select the thumbnail of the slide you want to work on.
2. In the *Timeline* tab, click a frame to display the playhead (switching to Time Select Mode). This will be where the *Matte* will be inserted.
3. Select **Insert > Elements > Matte** from the Menu bar.

4. The cursor changes to a cross-hair shape as you move it over the slide. Hold down the left mouse button as you draw the Matte area. Let go to set it
5. Move and resize the Matte area as needed, placing it over the area of the slide you want to focus on.
6. Click off the element to set it.
7. Repeat these steps to insert each additional Mattes along the timeline.
8. Preview results by:
 - a. Dragging the playhead to scrub the timeline.
 - b. Playing back the results in the browser or within the authoring application.

To access the **Properties** dialog:

1. In the *Timeline* tab, select the Matte.
2. Click the **Highlight Properties** button on the Context Sensitive Toolbar.
3. In the *Highlight Properties* make your edits as needed for the name, location, size, timing and fade animation
4. Click **OK** to apply and close the dialog.

To modify **SHADED AREA** fill color and opacity level:

1. In the *Timeline* tab, select the Matte.
2. To change the background color:
 - a. Click the **Background Color** button on the Context Sensitive Toolbar.
 - b. In the *Background Color* dialog, make your selections.
 - c. Click **OK** to save settings and to close the dialog.
 - d. Enter a number for the **Opacity (%)** level.
3. To change the border color:
 - a. Click the **Border Color** button on the Context Sensitive Toolbar.
 - b. In the *Border Color* dialog, make your selections.
 - c. Click **OK** to save settings and to close the dialog.
 - d. Enter a number for the **Border Width**.

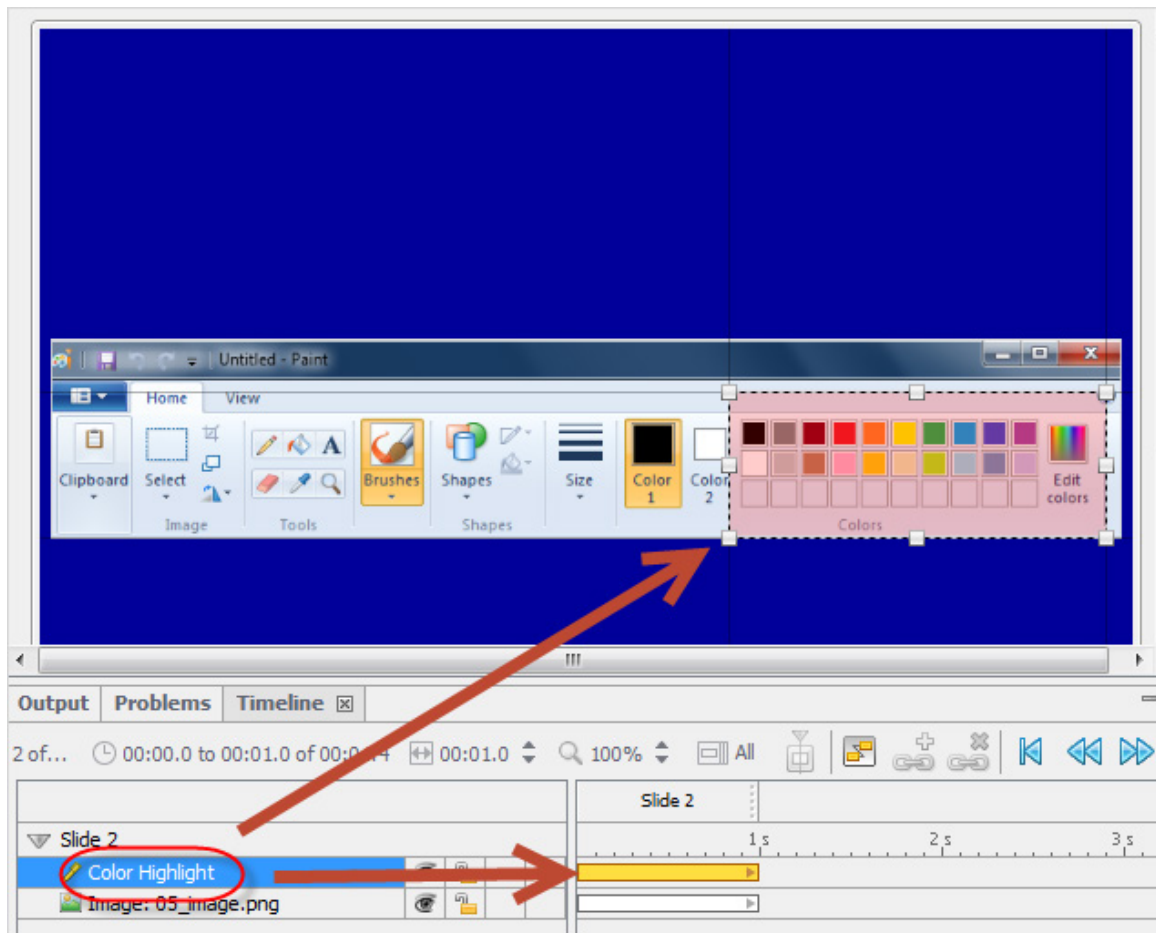
Note: You can also apply a fade animation or create/apply a standard/custom style to the stylesheet. Please refer to these specific topics covered elsewhere in this guide.

To **DELETE** a Matte:

1. In the *Timeline* tab, select the Matte.
2. Click the **Delete** button.

COLOR HIGHLIGHT

Use the *Color Highlight* to focus on one or more areas of a slide by using a color highlight set at a specific opacity level.



To **INSERT** a *Color Highlight*:

1. Select the thumbnail of the slide you want to work on.
2. In the *Timeline* tab, click a frame to display the playhead (switching to Time Select Mode). This will be where the Color Highlight will be inserted.
3. Select **Insert > Elements > Color Highlight** from the Menu bar.
4. The cursor changes to a cross-hair shape as you move it over the slide. Hold down the left mouse button as you draw the highlight area. Let go to set it.
5. Move and resize the highlight area as needed, placing it over the area of the slide you want to focus on.
6. Click off the element to set it.
7. Repeat these steps to insert each additional Color Highlights along the timeline.

8. Preview results by:
 - a. Dragging the playhead to scrub the timeline.
 - b. Playing back the results in the browser or within the authoring application.

To access the **Properties** dialog:

1. In the *Timeline* tab, select the Color Highlight.
2. Click the **Highlight Properties** button on the Context Sensitive Toolbar.
3. In the *Highlight Properties* dialog make your edits as needed for the name, location, size, timing and fade animation
4. Click **OK** to apply and close the dialog.

To modify the Color Highlight's **COLOR** and **OPACITY**:

1. In the *Timeline* tab, select the Color Highlight.
2. To change the background color:
 - a. Click the **Highlight Color** button on the Context Sensitive Toolbar.
 - b. In the dialog that displays, make your selections.
 - c. Click **OK** to save settings and to close the dialog.
 - d. Enter a number for the **Opacity (%)** level.

Note: You can also add a Fade Animation or create/apply a standard/custom style to the stylesheet. Please refer to these specific topics covered elsewhere in this guide.

To **DELETE** a Color Highlight:

1. In the *Timeline* tab, select the Color Highlight.
2. Click the **Delete** button.

Sound

ViewletQuiz5 Professional offers several different options for enhancing your Viewlets with sound. Let take a look at the features available.

Note: Sound can be added to directly to Main Timeline or Question Bank slides and to slide elements on those slides. Sound CANNOT be added to master slides.

SUPPORTED SOUND FORMATS

ViewletQuiz5 Professional supports the following imported sound file formats:

- MP3
- WAV
- RAW
- AIF
- AU

The size of the sound file will have an impact on the project size both in the authoring application as well as in the published file. You will have options for compressing sound for the published files(*Project > Project Properties > Sound Quality*).

RECORDING AUDIO...

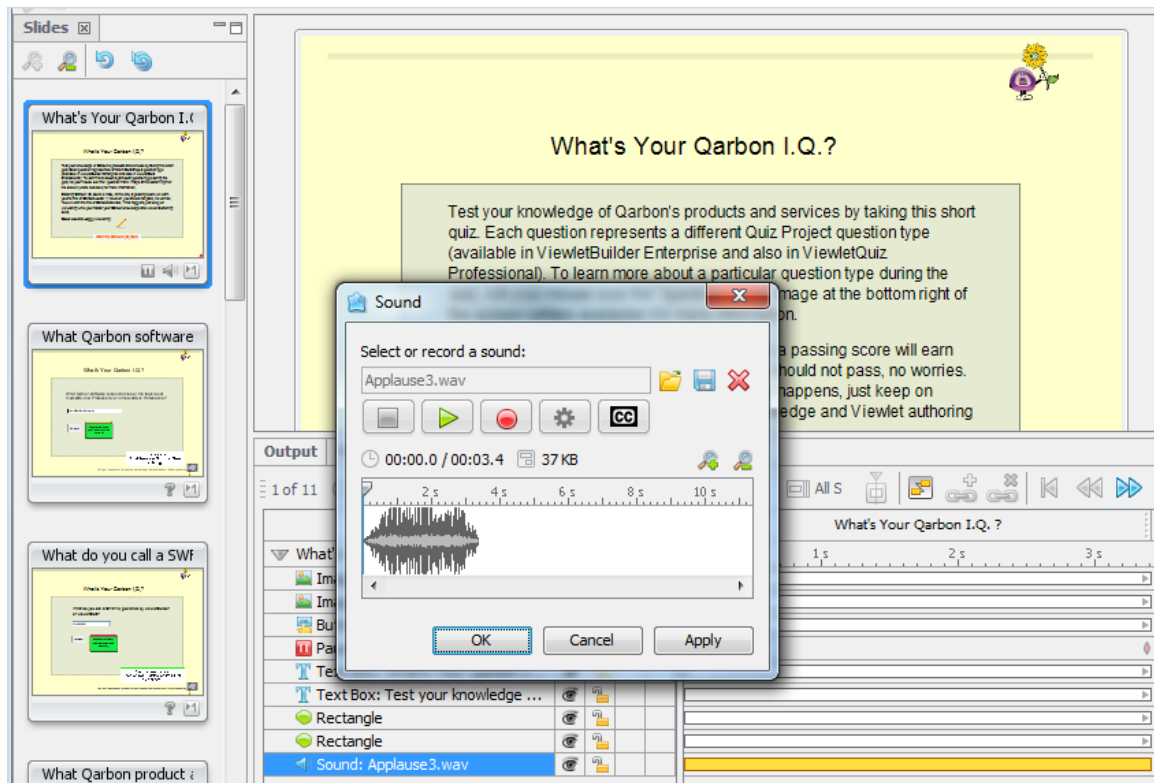
Sound can be recorded within ViewletQuiz5 Professional directly to project slides or slide elements (whenever you see the speaker icon available along the selection's toolbar).

Directly on Slides

Sounds may be added directly to slides that reside on the Main Timeline or within Question Banks. Each time a sound is added, a new *Sound* layer is created, therefore, multiple sound files may be added directly to the same slide.

Main Timeline Slides

To **RECORD** sound applied directly to a slide on the Main Timeline:



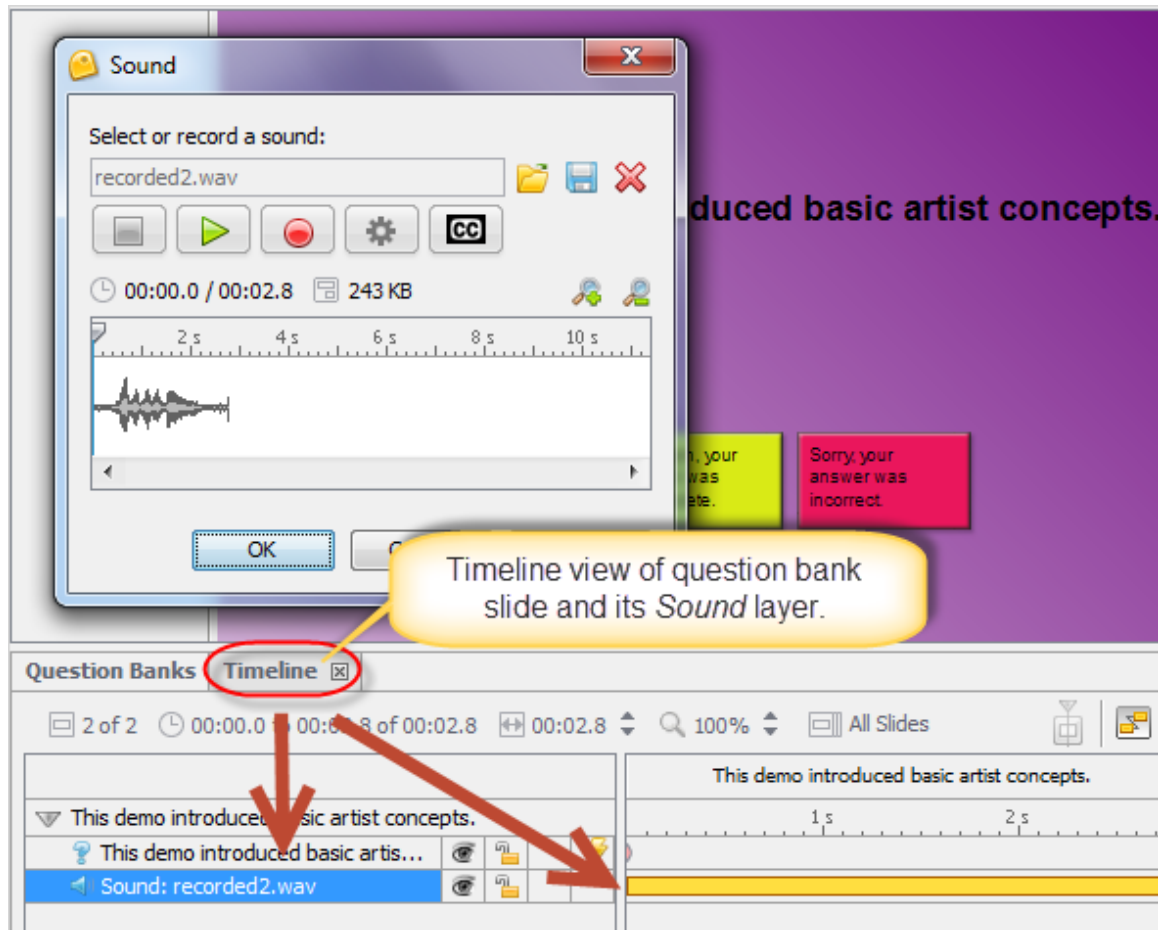
1. In the *Slides* tab, select the slide thumbnail.
2. In the *Timeline* tab, click on a frame so the playhead displays. This is where the *Sound* layer will be inserted.
3. Click the **Insert Sound** button on the Object Toolbar.
4. In the *Insert Sound* dialog that displays:
 - a. Click the **Recording Options** button.
 - i. In the *Recording Options* dialog, select options in the following areas:
 1. Input Device: Choose the device to use for recording the sound.
 2. Quality: Select a sample rate, sample size and stereo setting.
 3. Format: Select a recording format (WAV or MP3).
 4. Countdown Timer: Enter a number for the amount of time (in seconds) for a countdown animation to display.
 5. Microphone Latency: Enter a number for an added microphone delay (in milliseconds).

6. Click **OK** to save options and to close the *Recording Options* dialog.
 - b. Optional: Select the **Preview Viewlet While Recording** option if desired.
 - c. Click the **Record** button. The countdown animation will count down the delay prior to recording. Once it disappears, start the sound recording.
 - d. Click the **Stop** button end the sound recording.
 - e. Click the **Play** button to review the sound recording.
 - f. Optional: Use the **Previous Slide** or **Next Slide** button to go back / advance one slide for additional sound recordings without closing the dialog.
 - g. Optional: Click the **Closed Captions** button to add a Closed Caption element.
 - h. Click **OK** to save the recording and create the new *Sound* layer.
 - i. Repeat these steps for each additional sound layer.

Note: ViewletQuiz5 Professional uses the MP3 format for sound recorded directly inside the authoring application to keep down the project's source file size.

Question Bank Slides

To **RECORD** sound applied directly to Question Bank slides:



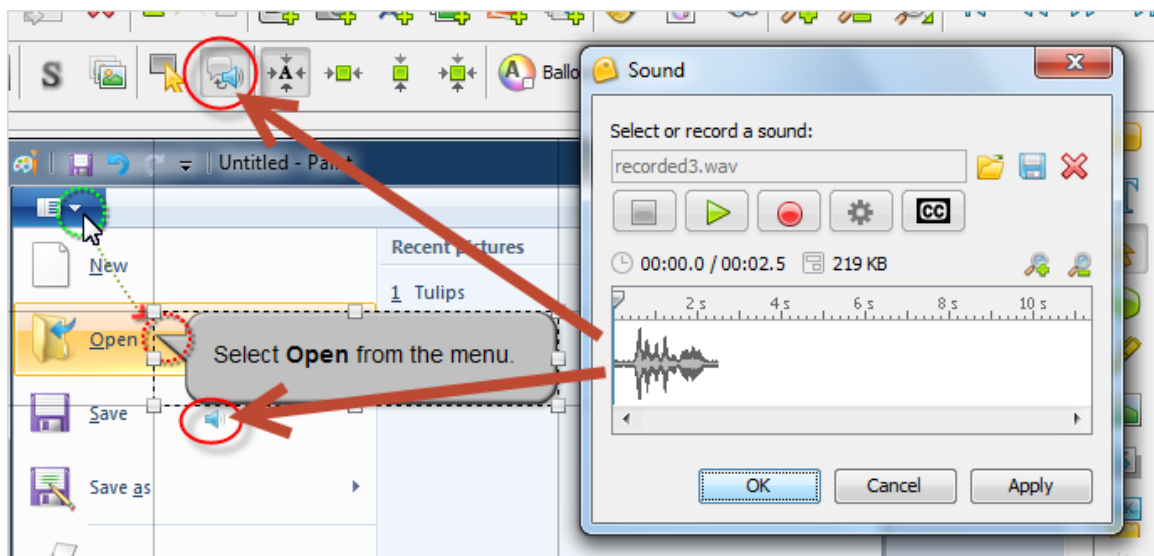
1. In the *Question Banks* tab, select the question bank.
2. Select the question slide thumbnail.
3. Click the **Insert Sound** button on the Object Toolbar.
4. In the *Insert Sound* dialog that displays:
 - a. Click the **Recording Options** button.
 - i. In the *Recording Options* dialog, select options in the following areas:
 1. Input Device: Choose the device to use for recording the sound.
 2. Quality: Select a sample rate, sample size and stereo setting.
 3. Format: Select a recording format (WAV or MP3).
 4. Countdown Timer: Enter a number for the amount of time (in seconds) for a countdown animation to display.

5. Microphone Latency: Enter a number for an added microphone delay (in milliseconds).
 6. Click **OK** to save options and to close the *Recording Options* dialog.
- b. Click the **Stop** button end the sound recording.
 - c. Click the **Play** button to review the sound recording.
 - d. Optional: Use the **Previous Slide** or **Next Slide** button to go back / advance one slide for additional sound recordings without closing the dialog.
 - e. Optional: Click the **Closed Captions** button to add a Closed Caption element.
 - f. Click **OK**.
 - g. Repeat these steps as needed.

Note: ViewletQuiz5 Professional uses the MP3 format for sound recorded directly inside the authoring application to keep down the project's source file size.

On Slide Elements

Whenever a speaker icon is visible along a selection's Context Sensitive Toolbar, this indicates that sound can be added.



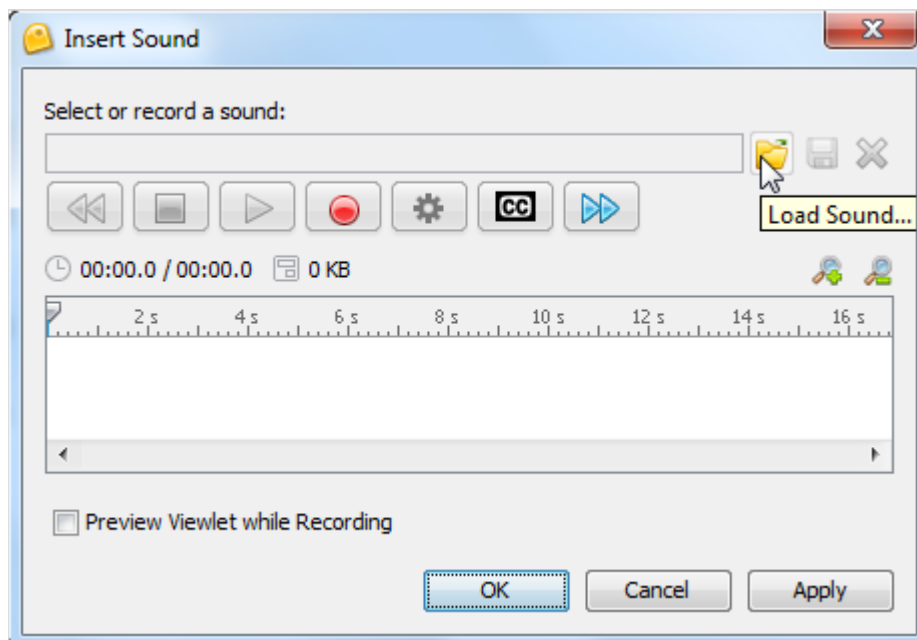
To **RECORD** sound for a slide element:

1. Select the slide element.
2. Click the **Attach Sound to...** button along the selection's Context Sensitive Toolbar.
3. In the *Insert Sound* dialog that displays:
 - a. Click the **Recording Options** button.

- i. In the *Recording Options* dialog, select options in the following areas:
 1. Input Device: Choose the device to use for recording the sound.
 2. Quality: Select a sample rate, sample size and stereo setting.
 3. Format: Select a recording format (WAV or MP3).
 4. Countdown Timer: Enter a number for the amount of time (in seconds) for a countdown animation to display.
 5. Microphone Latency: Enter a number for an added microphone delay (in milliseconds).
 6. Click **OK** to save options and to close the *Recording Options* dialog.
 - b. Click the **Stop** button end the sound recording.
 - c. Click the **Play** button to review the sound recording.
 - d. Optional: Click the **Closed Captions** button to add a Closed Caption element.
 - e. Click **OK**.
4. Repeat these steps as needed.

IMPORTING SOUND...

In addition to recoding sound, you can also import sound files and attach them to slides and slide elements. Several different sound file formats are supported (as discussed earlier in this guide).



Directly on Slides

To **IMPORT** sound directly on a slide:

1. On the Main Timeline:
 - a. In the *Slides* tab, select a slide thumbnail.
 - b. In the *Timeline* tab, select a frame so the playhead displays. This is where the *Sound* layer will be inserted.
2. Within a Question Bank:
 - a. In the *Question Banks* tab, select a question bank.
 - b. Select a question slide thumbnail.
3. Click the **Insert Sound** button on the Object Toolbar. The *Insert Sound* dialog displays.
 - a. In the *Insert Sound* dialog, click the **Load Sound** button.
 - b. In the *Load Sound* dialog, locate and select your sound file and click **Open**.
 - c. Click the **Play** button to review the sound recording.
 - d. Optional: Use the **Previous Slide** or **Next Slide** button to go back / advance one slide for additional sound recordings without closing the dialog.
 - e. Optional: Click the **Closed Captions** button to add a Closed Caption element.
4. Click **OK**. A *Sound* layer is added to the slide for the imported sound file.
5. Repeat these steps as needed.

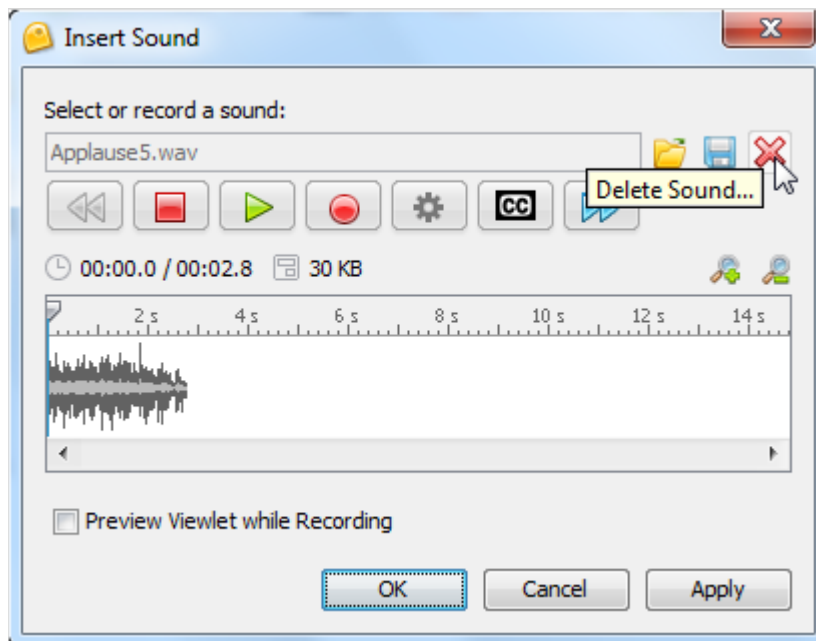
On a Slide Element

To **IMPORT** sound for a slide element:

1. Select the slide element.
2. Click the **Attach Sound to...** button on the selection's applicable Context Sensitive Toolbar.
3. In the *Sound* dialog, click the **Load Sound** button.
4. In the *Load Sound* dialog, locate and select your sound file and click **Open**.
5. Click the **Play** button to review the sound recording.
6. Optional: Click the **Closed Captions** button to add a Closed Caption element.
7. Click **OK**. A speaker icon will display next to the selection indicating a sound file is attached.

DELETING SOUND

This section covers the steps for removing sound layers from slides and sound from selected slide elements.



To **DELETE** a **sound layer**:

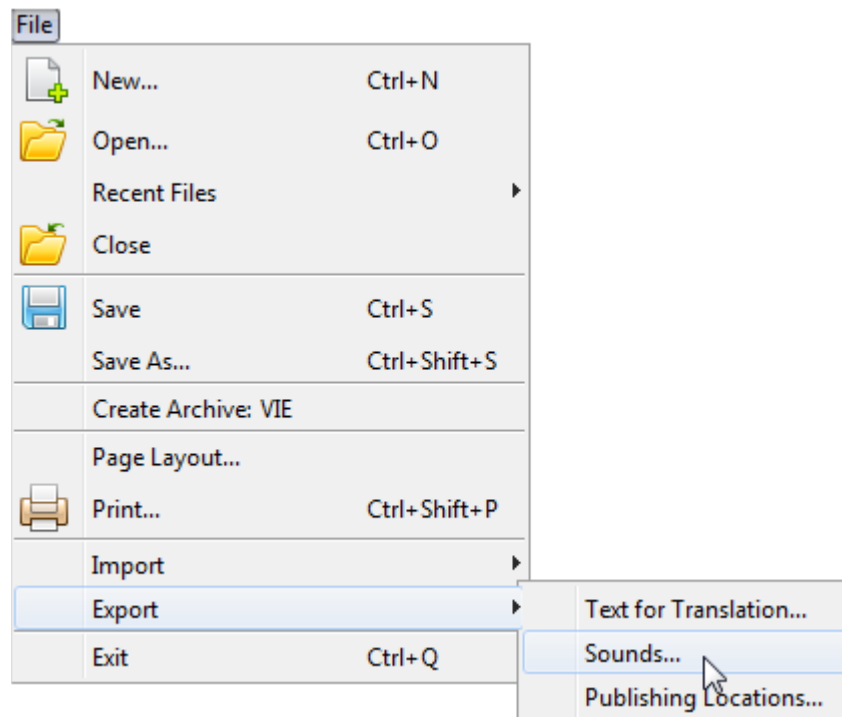
1. In the *Slides* tab, select the slide.
2. In the *Timeline* tab, select the *Sound* layer.
3. Click the **Delete** button on the Main Toolbar.

To **DELETE** sound **attached to a slide element**:

1. Select the slide element that contains the sound you want to remove.
2. Click the **Attach Sound** button along the selection's Context Sensitive Toolbar.
3. In the *Sound* dialog, click the **Delete Sound** button.
4. Click **OK** to exit the *Sound* dialog.

EXPORTING SOUND

If your Viewlet project contains sound, you can export it out as individual sound files.

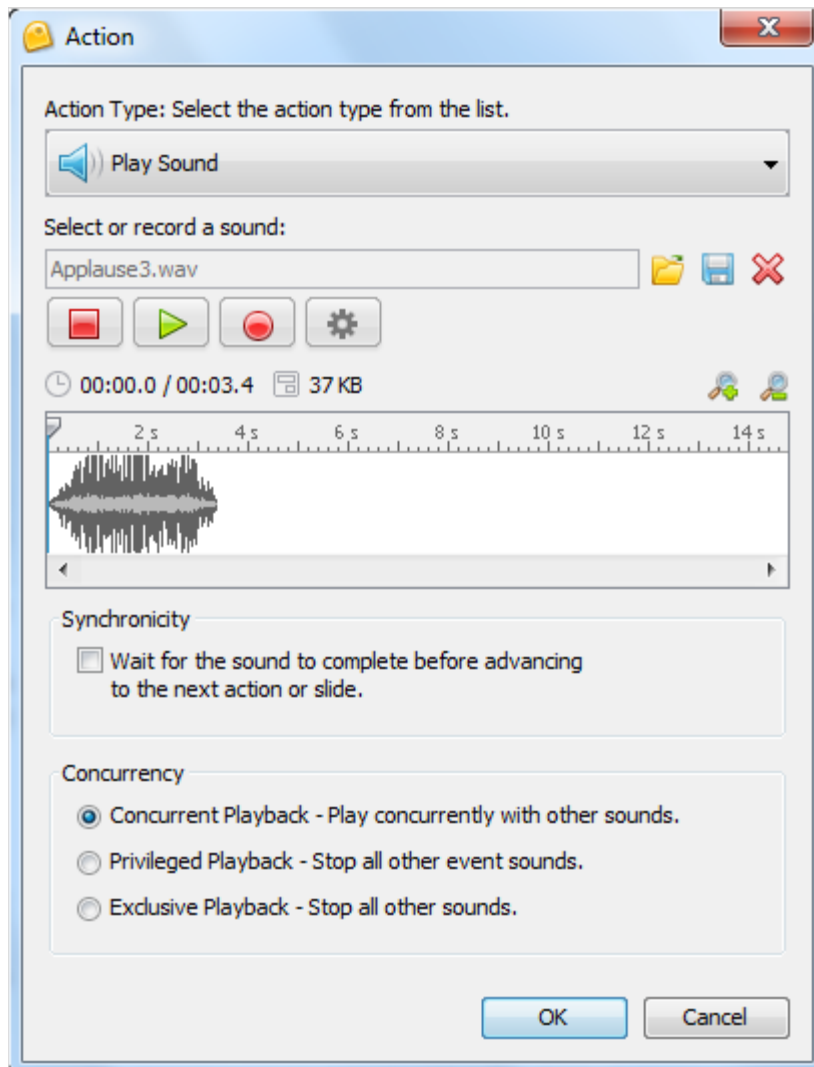


To **EXPORT** sound from the project:

1. Optional: Create a file outside of ViewletQuiz5 Professional. You will save your exported sound file in this folder.
2. Select **File > Export > Sounds** from the Menu bar.
3. In the *Export Sounds* dialog, select the slides to export:
 - a. **Current Slide**: Only the sound attached to the current slide and any attached to slide objects will be exported.
 - b. **From**: Enter a starting slide number in the first field and an ending slide number in the second field. Sound attached to the slides (and objects on the slides) in this sequence will be exported.
 - c. **All**: All sound attached to slides and slide objects will be exported.
4. In the *Save File In* dialog, select a folder to save the exported audio files in.
5. Click the **Save** button.

EVENT – ACTION ‘PLAY SOUND’ FEATURE

There is a **Play Sound** action that you can add to an event. This section provides instructions for working with this feature.

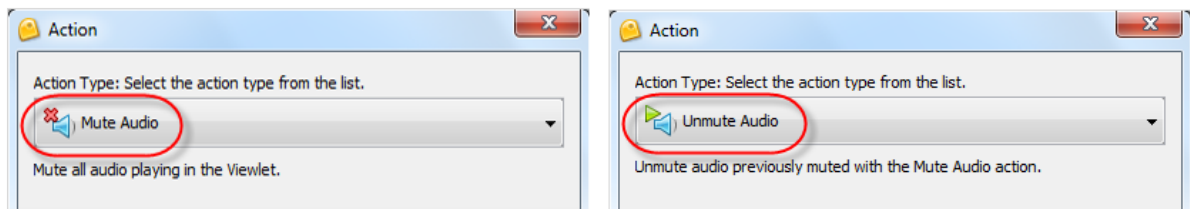


1. Click the **Events** icon for adding a desired event.
2. In the *Events* dialog, select the desired event tab (if applicable).
3. Click the **Add** button. The *Action* dialog displays.
4. In the *Action* dialog, select **Play Sound** from the list of actions. The dialog expands with additional options for working with the Play Sound action.
5. You have two options for the sound. To:
 - a. Import a sound file:
 - i. Click the **Browse** icon to locate, select and **Open** the sound file to load it in the *Action* dialog.
 - b. Record a sound file:

- i. Click the **Recording Options** button.
 - ii. Make your selections in the *Recording Options* dialog for input device, quality, format , countdown timer and microphone latency.
 - iii. Click **OK** to close the *Recording Options* dialog.
6. In the *Synchronicity* area, select the **Wait for the sound to complete before advancing to the next action or slide** if desired.
7. In the *Concurrency* area, select either:
 - a. **Concurrent Playback – Play concurrently with other sounds.**
 - b. **Privileged Playback – Stop all other even sounds.**
 - c. **Exclusive Playback – Stop all other sounds.**
8. Click **OK** to save options and to close the *Action* dialog.
9. In the *Events* dialog, the **Play Sound** action is added to the list. Repeat these steps as needed.
10. Click **OK** to close the *Events* dialog.

MUTE – UNMUTE SOUND ACTIONS

There are two 'action' options available to mute and unmute sound automatically when the Viewlet is played.



These are available in the *Action* dialog list as:

- Mute Audio: Mute all audio playing in the Viewlet.
- Unmute Audio: Unmute audio previously muted with the Mute Audio Action.

These work in tandem with the speaker icons on the Viewlet's player bar, indicating when the sound is muted or unmuted.

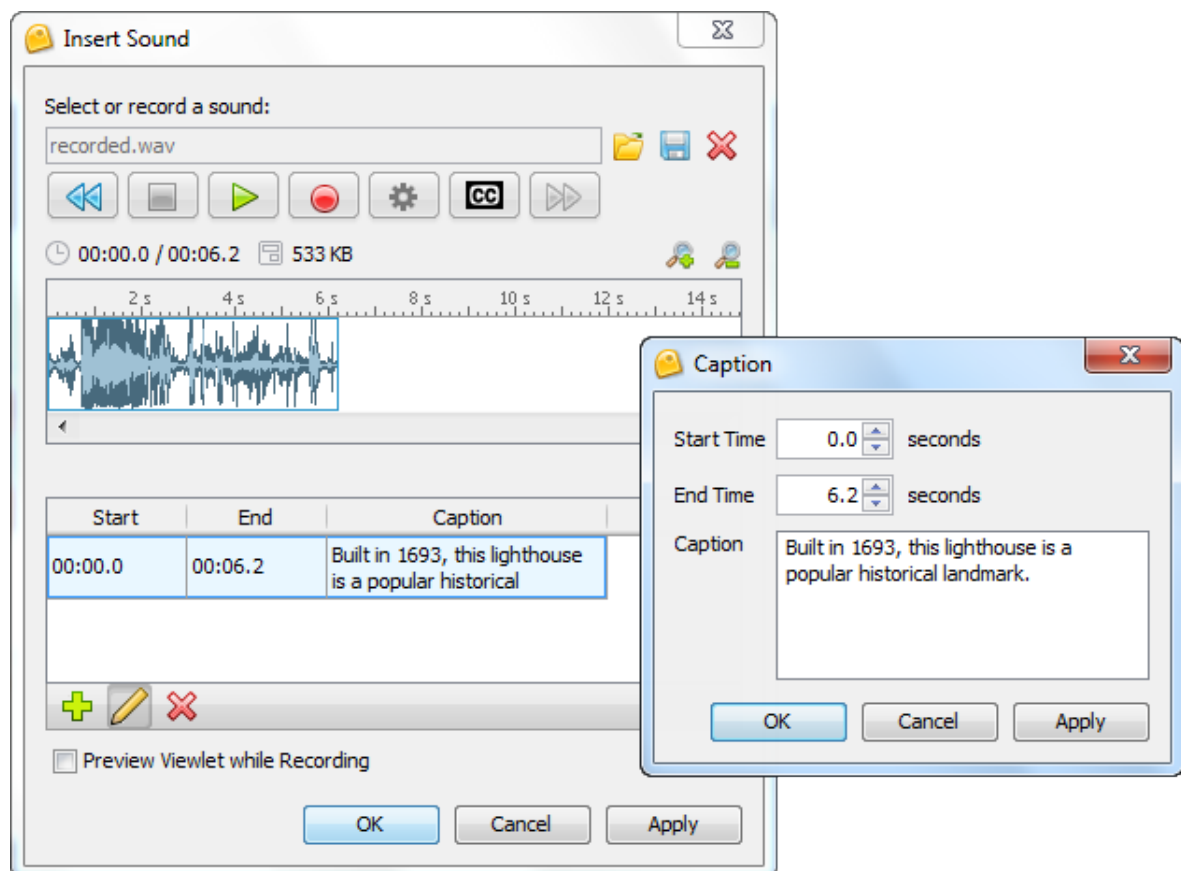
CLOSED CAPTIONS

If your audience is hearing impaired and your Viewlet contains sound, you can add a text version of the sound known as *Closed Captions*. This feature is available for both recorded and imported sound as well as for sound attached directly to a slide or slide elements.

Closed Captions are accomplished in two parts:

Sound Dialog Setup

You enter text for the Closed Caption in the *Sound* dialog associated with the sound file that is attached to the slide or slide element. After that, you will need to also insert a Closed Caption text box on to the slide for the Closed Caption to display on playback.

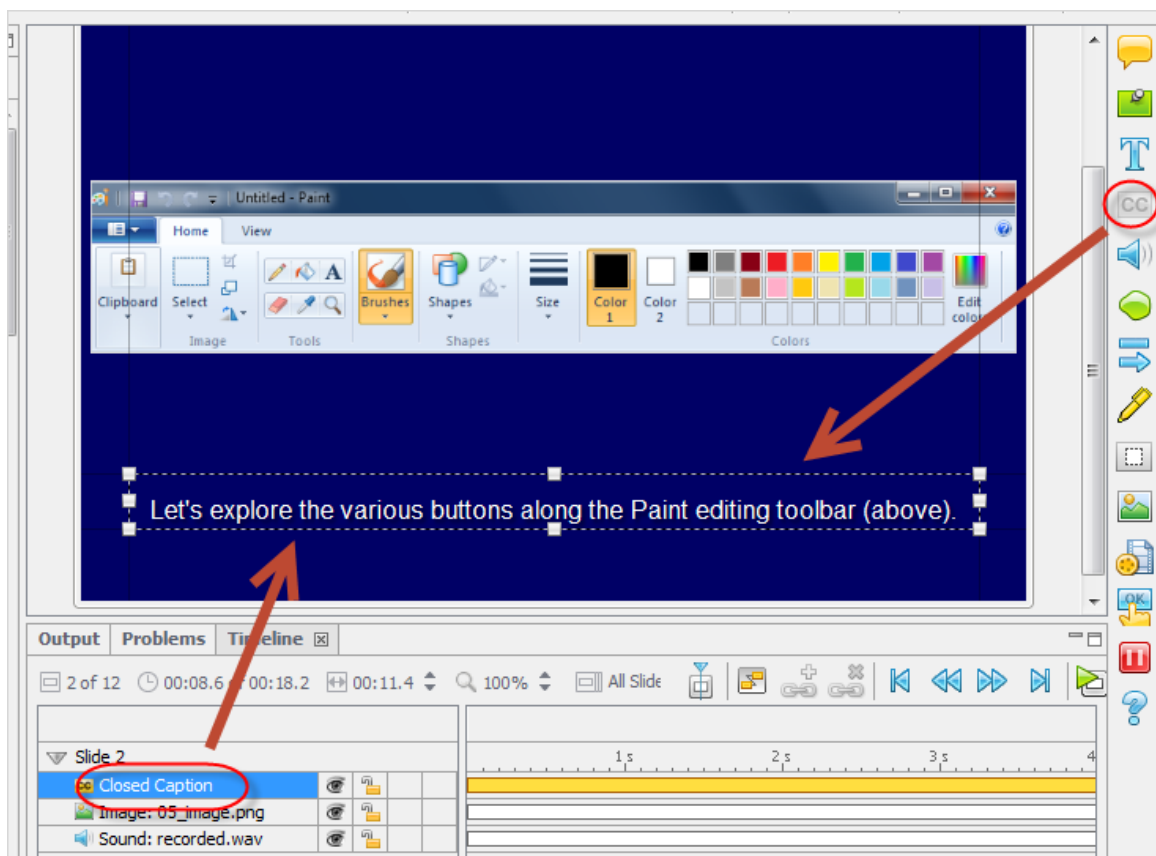


1. In the *Sound* dialog, record or import a sound. You must do this first to enable the Closed Captions feature.
2. Click the **Closed Captions** button. The dialog expands providing access to the Closed Captions options.
3. Click the **Add** button.
4. In the *Caption* dialog:
 - a. Enter a number for the **Start Time**.

- b. Enter a number for the **End Time**.
 - c. Enter text to be used for the closed captions.
 - d. Click **OK** to close the *Caption* dialog.
5. Click **OK** to save the Closed Caption text and to exit the *Sound* dialog.
 6. Proceed to the next section, which covers working with the Closed Caption text box on the slide.

Closed Caption Text Box

Once you enter text for the Closed Caption in the *Sound* dialog associated with the sound file that is attached to the slide or slide element, the next step is to insert a Closed Caption text box on to the slide for the Closed Caption to display on playback.



1. Select the slide where you want to insert the Closed Caption text box.
2. Click the **Insert Closed Caption** button on the Object Toolbar. A **Closed Caption** layer and text box are added to the slide. This text box displays the text set up for Closed Captions previously in the *Sound* dialog.
3. Optional: By default, the Closed Caption element is locked to prevent it from being edited. Click the **Locked** padlock icon to unlock the layer.

4. You can resize and move the text box on the slide. Also, use the Closed Captions Context Sensitive Toolbar to edit the text box as needed. Unlike a regular slide text box, you CANNOT edit the text itself directly in the text box on the slide. You need to go back into the *Sound* dialog to do this.
5. Optional: Click the **Unlocked** padlock icon to lock the layer again to prevent it from being edited.

Modify & Delete

There are two places where you can modify the Closed Caption element: *Sound* dialog and directly on the slide using the Context Sensitive Toolbar.

To **MODIFY** the **Closed Caption text**:

1. Select the slide that has the Closed Caption element.
2. Select the slide itself or the slide element (if applicable).
3. Click **Sound** icon on the Object Toolbar or the applicable Context Sensitive Toolbar.
4. In the *Sound* dialog, select the Closed Caption text (in the bottom section of the *Sound* dialog in the Caption column).
5. Click the **Modify** button.
6. In the *Caption* dialog, make your edits as needed.
7. Click **OK** to save the changes and to close the dialog.
8. Click **OK** to close the *Sound* dialog.

To **MODIFY** the **Closed Caption text box**:

1. Select the slide that has the *Closed Caption* layer.
2. If the layer is locked, click the **Locked** padlock icon to unlock it for editing.
3. Make your edits as needed.
4. Click the **Unlocked** padlock icon to lock the layer again to prevent further editing.

To **DELETE** the **Closed Caption text**:

1. Select the slide that has the Closed Caption element.
2. Select the slide itself or the slide element (if applicable).
3. Click **Sound** icon on the Object Toolbar or the applicable Context Sensitive Toolbar.
4. In the *Sound* dialog, select the Closed Caption text (in the bottom section of the *Sound* dialog in the Caption column).
5. Click the **Delete** button.
6. Click **OK** to close the *Sound* dialog.

To **DELETE** the **Closed Caption text box**:

1. Select the slide that has the *Closed Caption* layer.
2. If the layer is locked, click the **Locked** padlock icon to unlock it for editing.
3. Select the *Closed Caption* layer.
4. Click the **Delete** button on the Main Toolbar.

BACKGROUND SOUNDTRACK

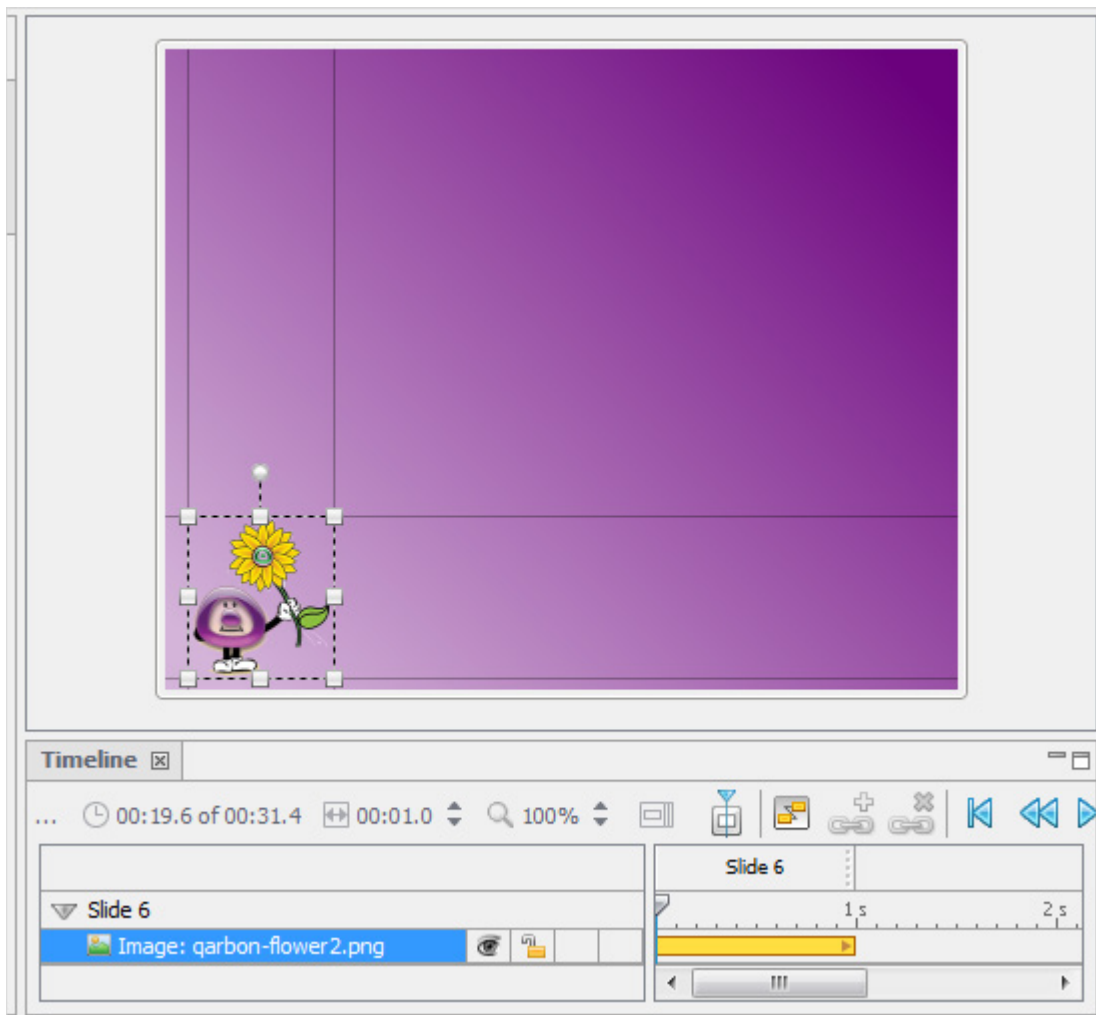
You can add a background soundtrack to the project. This option is available in the *Project Properties* dialog. Instructions for adding a background sound track are covered later in this guide.

Images

Images may be used in projects in a few different ways. One option is to create an entire project made up of image files. When creating image projects or when inserting image slides, images are embedded as slide background frames. When used in this way, images cannot be moved around the slide.

Note: Multiple images may be used as part of a slide's background frames. See the chapter on "Background Frames" for more information.

You may also insert images onto slides as slide objects. When inserted on the slide, images may be resized, moved on the slide, converted to a hyperlink object, become a rollover event, have its transparency level modified and more. And, multiple images may be inserted on the same slide.



Supported image file formats include:

- JPEG
- GIF
- TIFF
- PNG
- BMP

Let's look at some ways to work with images and slides.

To **INSERT** an image on to a slide:

1. Select the slide you want to insert the image on.
2. Click the **Insert Image** button on the Object Toolbar.
3. In the *Insert an Image* dialog, browse to locate the image file.
4. Select the image file and click **Open**. The image is inserted on the slide, ready for editing.

To **MOVE** an image:

1. Select the image by clicking on it.
2. Move your cursor over the image and when the cursor changes to a hand shape, hold down the left mouse button.
3. Drag the image (while holding down the left mouse button) to its new location on the slide.

To **RESIZE** an image:

1. Select an image by clicking on it.
2. Point your cursor over one of the grab handles.
3. When the cursor changes to an arrow, hold down your left mouse button.
4. Drag the grab handle (while holding down the left mouse button) to resize the image.

To change an image's **OPACITY** level:

1. Select an image by clicking on it.
2. Enter a number for the **Opacity (%)** on the Context Sensitive Toolbar.
3. Press **Enter** to apply.

To **ARRANGE** images (and other objects) in a stack:

1. Right click on the image.
2. Select **Arrange** from the shortcut menu.
3. Select an arrangement option.

To **ROTATE** an image:

Please refer to the *Rotate Tool* chapter for more information.

To **ACCESS** image properties:

1. Click on the image to select it.
2. Click the **Image Properties** button on the Context Sensitive Toolbar.
3. In the *Image Properties* dialog, view and edit the selections as needed.
4. Click **OK** to close the *Image Properties* dialog.

To create an **IMAGE EVENT**:

1. Click on the image to select it.
2. Click the **Events** button on the Context Sensitive Toolbar.
3. In the *Image Events* dialog, select an events tab and choose the desired action.
4. Click **OK** to apply.

To **DELETE** an image:

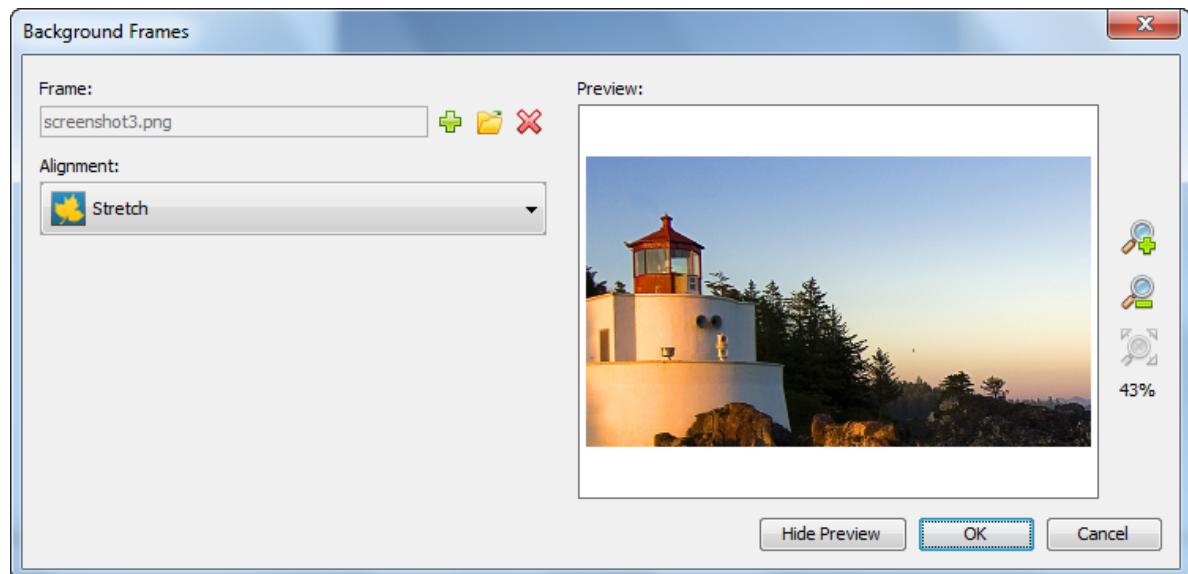
1. Select the image.
2. Click the **Delete** button on the Context Sensitive Toolbar.

Background Frames

Project slides may contain embedded images known as *Background Frames*. This chapter discusses how to work with single and multiple slide background frames, an important component of many Viewlet projects.

BACKGROUND FRAMES – SINGLE FRAME

You can have one or more background frames on a slide. When you have just a single background frame, the slide's background area is static during that slide's playback. This section discusses working with a single background frame.



To **ACCESS** the *Background Frames* dialog:

1. Select the slide.
2. Right click and select **Background Frames**. The *Background Frames* dialog displays. (You can also double click on the frame along the Timeline to display the *Background Frames* dialog.)

To **ADD / EDIT** a background frame to a slide:

1. Select the slide.
2. Right click and select **Background Frames**. The *Background Frames* dialog displays.
3. In the *Background Frames* dialog:
 - a. To **add** a frame:
 - i. Click the **Add Frame** button.
 - ii. In the dialog that opens:

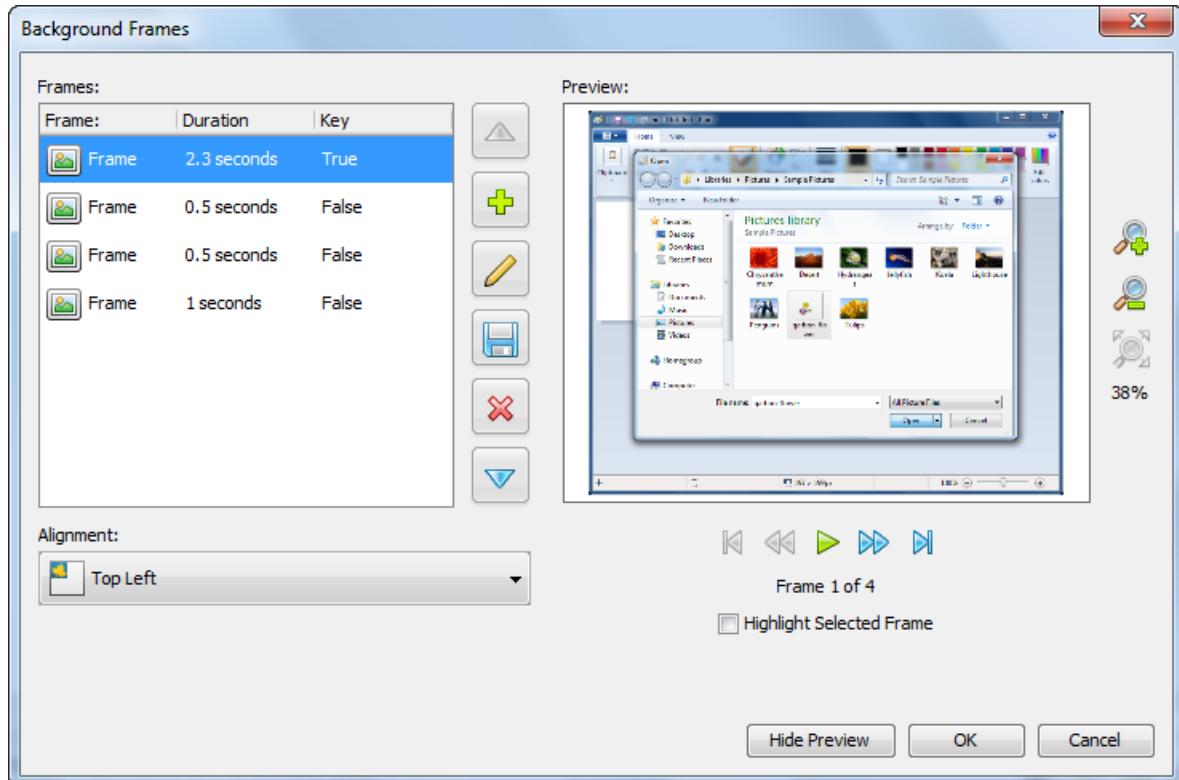
1. Click **Browse** to locate, select and **Open** an image to use as the background frame.
 2. In the *Options* area, select **Key Frame**, if applicable.
 3. Select options for the frame's **Location & Duration**.
 4. Click **OK** to close this dialog.
- iii. To **select another** frame:
1. Click the **Load Image** button.
 2. In the dialog that displays, locate, select and **Open** an image to use as the background frame.
 3. Click **OK** to close this dialog.
- b. Select an **Alignment** option from the list.
- c. To preview an frame image, click the **Show Preview** button. Use the zoom buttons on the preview pane to zoom the preview area.
- d. To hide the preview pane, click the **Hide Preview** button.
- e. Click **OK** to save options and to exit the *Background Frames* dialog.

To **DELETE** a background frame:

1. Select the slide.
2. To remove the background frame from the slide:
 - a. From the *Timeline* tab:
 - i. Select the **Background Frame** layer.
 - ii. Click the **Delete** button.
 - b. From the *Background Frames* dialog:
 - i. Right click on the slide and select **Background Frames** from the shortcut menu.
 - ii. In the dialog that displays, click the **Remove Background** button.
 - iii. Click **OK** to exit the *Background Frames* dialog.

BACKGROUND FRAMES – MULTIPLE FRAMES

Slides may be comprised of multiple background frames. To edit a slide with multiple background frames, you will use the same steps as you would with the steps outlined for modifying a slide with a single background frame. There are, of course, a few additional options since you are working with multiple frames.



Key Frame

Frames added after the first frame may or may not be key frames. If marked as a key frame, the key frame will completely replace the previous image in the sequence. If a frame is not marked as a key frame, the frame is just “painted” on top of the previous key frame, like an additional image layered on top of it.

To **ENABLE** / **DISABLE** a Key Frame:

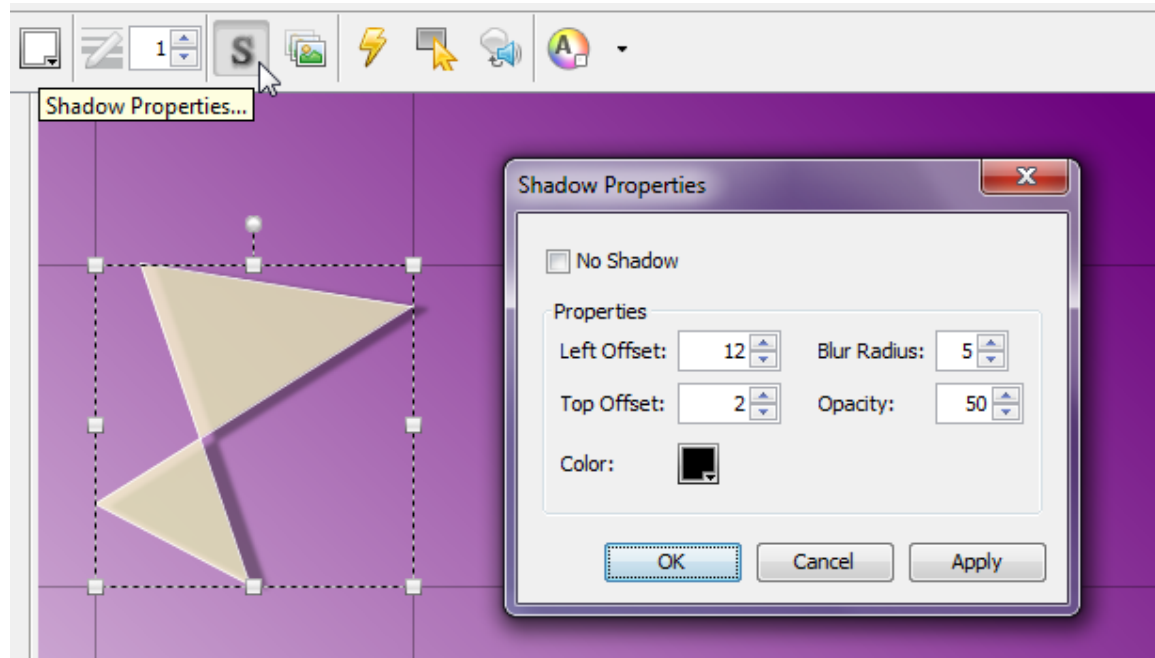
1. In the *Background Frames* dialog, double click a frame.
2. In the *Background Frame* dialog, select / deselect the **Key Frame** option.
3. Click **OK**.

To **MOVE** a frame up/down in the list:

1. In the *Background Frames* dialog, select the frame in the list.
2. Click the **Move Up** button to move the frame up in the list.
3. Click the **Move Down** button to move the frame down in the list.

Shadow Effect

Enhance slide objects with the addition of a shadow. The Shadow tool allows you to add a shadow effect to most slide objects such as cursors, images, shapes, message objects, etc. And, it's very easy to do!



To **ADD** a Shadow to a slide object:

1. Select the slide object (such as an image, for example) to load its Context Sensitive Toolbar.
2. Select the **Shadow Properties** button (if available) from the Context Sensitive Toolbar.
3. In the *Shadow Properties* dialog that displays:
 - a. Deselect the check box next to the **No Shadow** option.
 - b. In the *Properties* area, make selections for Left Offset, Top Offset, Blur Radius, Opacity and Color.
 - c. Click **Apply** to see the results BEFORE closing the *Shadow Properties* dialog and make adjustments as needed with your selections.
 - d. When satisfied, click **OK** to save your shadow selections.

To **REMOVE** a shadow effect:

1. Select the slide object (such as an image, for example) to load its Context Sensitive Toolbar.
2. Select the **Shadow Properties** button from the toolbar.
3. In the *Shadow Properties* dialog that displays, select the check box next to the **No Shadow** option.
4. Click **OK** to apply.

Shapes (Rectangle, Ellipse, Lasso, Poly Lasso)

Using the various *Shape* tools, you can create different shapes. These tools include:

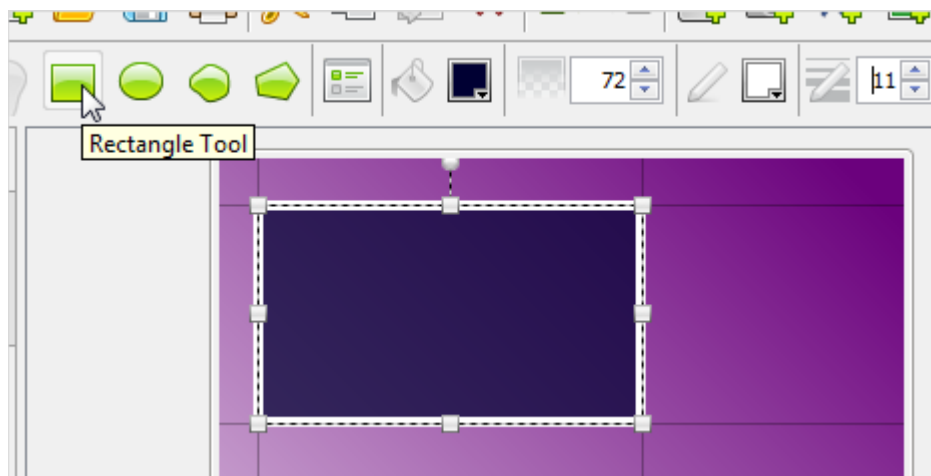
- Rectangle: Creates rectangles and squares.
- Ellipse: Creates circles and ovals.
- Lasso: Creates free-form shapes.
- Poly Lasso: Creates polygonal shapes.

Note: Lines and arrows are also available, but specific instructions for creating these are covered later in this guide.

CREATING SHAPES

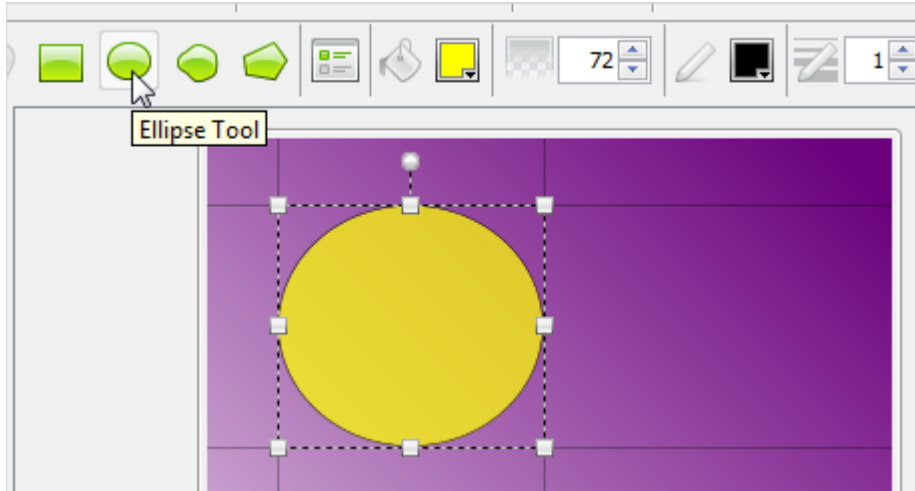
This section provides instructions for creating a shape using one of the four shape tools (rectangle, ellipse, lasso, poly lasso) available on the *Shape* Context Sensitive Toolbar.

To **CREATE** a rectangle:



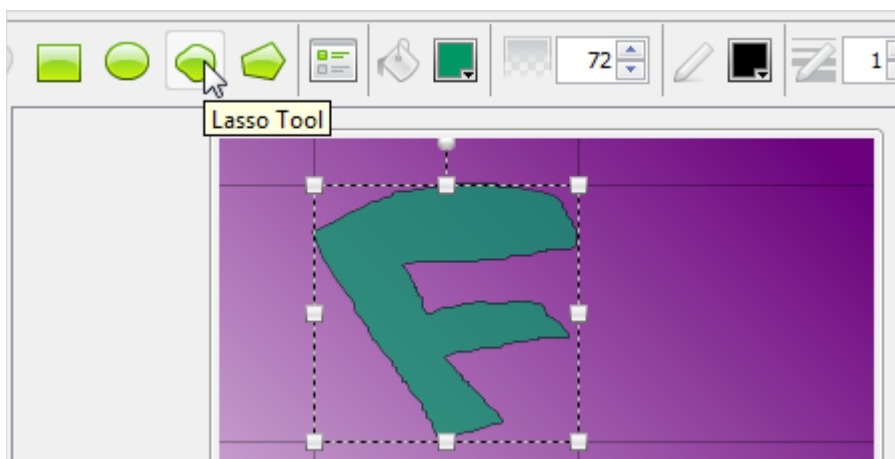
1. Click the **Insert Shape** button on the Object Toolbar.
2. Click the **Rectangle Tool** button on the Context Sensitive Toolbar.
3. Move the cursor over the slide until the cursor changes to a cross-hair shape.
4. Click on the slide and hold down the left mouse button.
5. Continue to hold down the left mouse button and drag to draw the rectangular shape.
6. Let go of the left mouse button to complete the shape.

To **CREATE** an ellipse:



1. Click the **Insert Shape** button on the Object Toolbar.
2. Click the **Ellipse Tool** button on the Context Sensitive Toolbar.
3. Move the cursor over the slide until the cursor changes to a cross-hair shape.
4. Click on the slide and hold down the left mouse button.
5. Continue to hold down the left mouse button and drag to draw the elliptical shape.
6. Let go of the left mouse button to complete the shape.

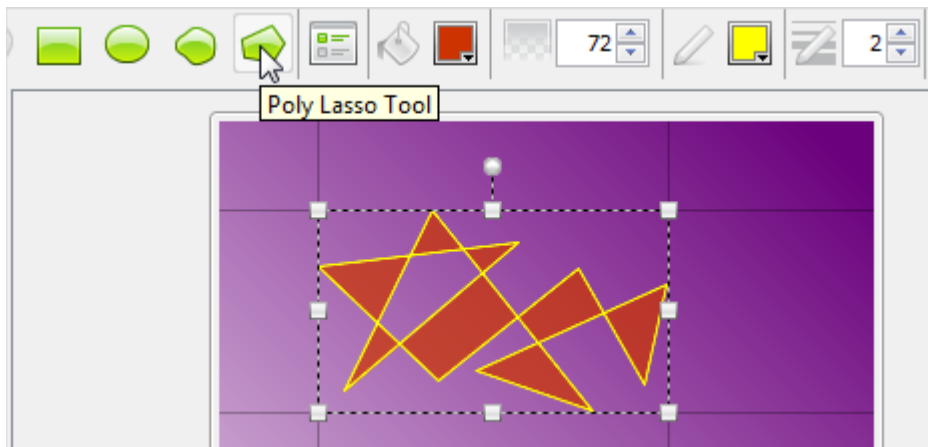
To **CREATE** a free-form shape using the Lasso tool:



1. Click the **Insert Shape** button on the Object Toolbar.
2. Click the **Lasso Tool** button on the Context Sensitive Toolbar.

3. Move the cursor over the slide until the cursor changes to a lasso shape.
4. Hold down the left mouse button and draw your shape.
5. Let go of the left mouse button when the free-form shape is complete.

To **CREATE** a polygonal shape using the Poly Lasso:



1. Click the **Insert Shape** button on the Object Toolbar.
2. Click the **Poly Lasso Tool** button on the Context Sensitive Toolbar.
3. Move the cursor over the slide until the cursor changes to a poly lasso shape.
4. Click on the slide to insert the first “anchor” point.
5. Drag the cursor to form the first leg of the polygon.
6. Click again to insert the next anchor point.
7. Drag the cursor again to form the next leg of the polygon.
8. Continue repeating these steps until the polygon shape is formed.

MODIFYING SHAPES

Once you create your rectangle, ellipse, free-form or polygonal shape, you can then move, resize, recolor, and arrange them for create custom effects.

To **MOVE** a shape:

1. Click the shape to select it.
2. Move your cursor over the shape until the cursor becomes a grab hand shape.
3. Hold down the left mouse button and drag the shape to move it.

To **RESIZE** a shape:

1. Click the shape to select it.
2. Move your cursor over one of the grab handles until the cursor changes to an arrow shape.
3. Hold down the left mouse button and drag to resize the shape.

To **ARRANGE** the shape in a stack:

1. Click the shape to select it.
2. Right click and select **Arrange** from the shortcut menu.
3. Select one of the arrange options to move the shape to that position in the stack.

To **ROTATE** a shape:

1. Click the shape to select it.
2. Move your cursor over the extended “circular” gnode until the cursor changes to a circular arrow.
3. Hold down the left mouse button and drag to rotate the image.

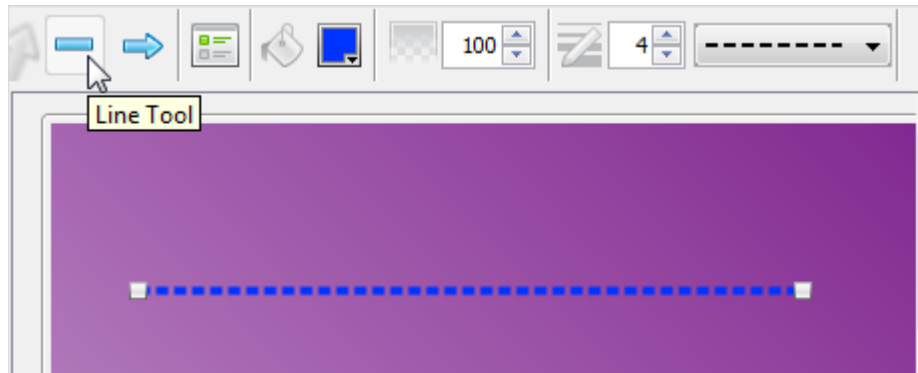
To **DELETE** a shape:

1. Click the shape to select it.
2. Click the **Delete** button on the Main Toolbar.

Lines & Arrows

Use the *Line & Arrow* tool to create different line and arrows shapes. This sections provides information for working with this tool.

LINES



To **CREATE** a line:

1. Select the **Line or Arrow Tool** button from the Objects Toolbar.
2. Click the **Line Tool** button from the Context Sensitive Toolbar.
3. The cursor changes to a cross-hair shape. Drag the cursor on the slide to draw the line shape.
4. Let go of the left mouse button to complete the line shape.
5. Edit the line attributes using any of the buttons along the Context Sensitive Toolbar.
6. Click off of the line when finished.

To **RESIZE** a line:

1. Select the line.
2. Point your cursor over one of the ends of the line until the cursor changes to a four-headed arrow.
3. Hold down the left mouse button and drag to resize.
4. Let go of the left mouse button when done.

To change the line's **color**:

1. Select the line object.
2. Click the **Line Color** button from the Context Sensitive Toolbar.
3. In the dialog that displays, select a color from the *Swatches* or *Rainbow* tab.
4. Click **OK** to save the change.

To change the line's **opacity**:

1. Select the line object.
2. Set a number for the **Opacity (%)** percentage.
3. Press **Tab** or **Enter** or click out of the number field to apply

To change the line's **width**:

1. Select the line object.
2. Set a number for the **Line Width**.
3. Press **Tab** or **Enter** or click out of the number field to apply.

To change the line's **style**:

1. Select the line object.
2. Select a new style from the **Line Style** list.

To **MOVE** a line:

1. Select the line.
2. Point your cursor over the line until the cursor changes to a hand shape.
3. Hold down the left mouse button and drag the line.
4. Let go of the left mouse button to drop it into place.

To **ROTATE** a line:

1. Select the line.
2. Point your cursor over one of the ends until the cursor changes to a four-headed arrow shape.
3. Hold down the left mouse button and drag to rotate the line along its opposite end.
4. Let go of the left mouse button to complete the rotation.

To **ARRANGE** a line:

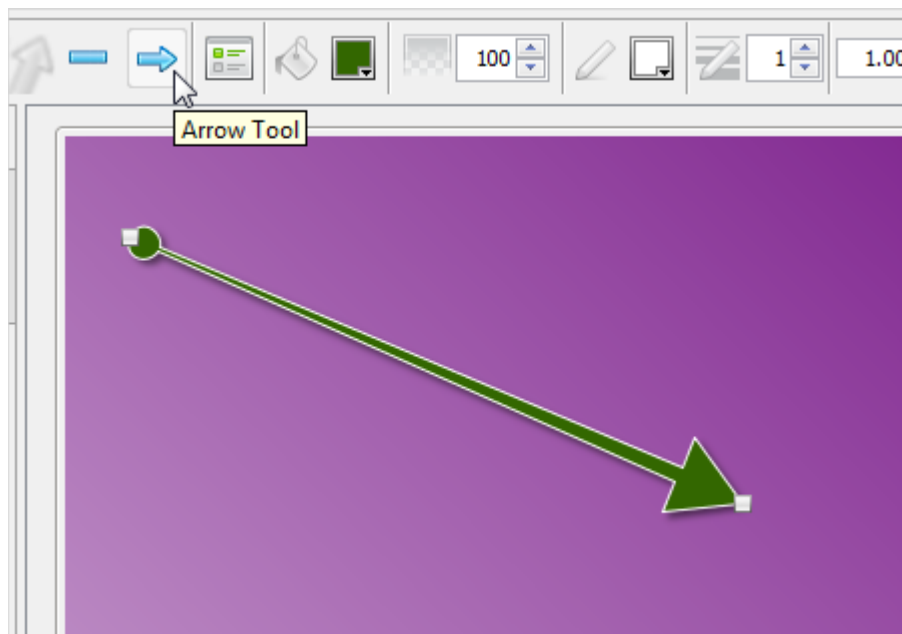
1. Select the line.
2. Right click and select **Arrange** from the shortcut menu.
3. Select an arrangement option to use for the line in the stack.

To **DELETE** a line:

1. Select the line.
2. Click the **Delete** button on the Main Toolbar.

Note: You can also add a Shadow, Events/Actions, Rollovers and Sounds to any line. Please see the applicable chapters for more information on these features.

ARROWS



To **CREATE** an arrow:

1. Select the **Line or Arrow Tool** button from the Objects Toolbar.
2. Click the **Arrow Tool** button from the Context Sensitive Toolbar.
3. The cursor changes to a cross-hair shape. Drag the cursor on the slide to draw the arrow shape.
4. Let go of the left mouse button to complete the arrow shape.
5. Edit the arrow attributes using any of the buttons along the Context Sensitive Toolbar.
6. Click off of the arrow when finished.

To **RESIZE** a line:

1. Select the arrow
2. Point your cursor over one of the ends of the arrow until the cursor changes to a four-headed arrow.
3. Hold down the left mouse button and drag to resize.
4. Let go of the left mouse button when done.

To change the arrow's **background (fill) color**:

1. Select the arrow object.
2. Click the **Background Color** button from the Context Sensitive Toolbar.
3. In the dialog that displays, select a color from the *Swatches* or *Rainbow* tab.
4. Click **OK** to save the change.

To change the arrow's **opacity**:

1. Select the arrow object.
2. Set a number for the **Opacity (%)** percentage.
3. Press **Tab** or **Enter** or click out of the number field to apply

To change the arrow's **border color**:

1. Select the arrow object.
2. Click the **Border Color** button from the Context Sensitive Toolbar.
3. In the dialog that displays, select a color from the *Swatches* or *Rainbow* tab.
4. Click **OK** to save the change.

To change the arrow's **border width**:

1. Select the arrow object.
2. Set a number for the **Border Width**.
3. Press **Tab** or **Enter** or click out of the number field to apply.

To change an arrow's **Start Cap**:

1. Select the arrow object.
2. Enter a number in the **Start Cap Scale Factor** number field.
3. Select an **Arrow Start Cap Style** from the list.

To change an arrow's **End Cap**:

1. Select an arrow object.
2. Enter a number in the **End Cap Scale Factor** number field.
3. Select an **Arrow End Cap Style** from the list.

To **ROTATE** an arrow:

1. Select the arrow.
2. Point your cursor over one of the ends until the cursor changes to a four-headed arrow shape.
3. Hold down the left mouse button and drag to rotate the arrow along its opposite end.
4. Let go of the left mouse button to complete the rotation.

To **ARRANGE** an arrow:

1. Select the arrow.
2. Right click and select **Arrange** from the shortcut menu.
3. Select an arrangement option to use for the arrow in the stack.

To **DELETE** an arrow:

1. Select the arrow.
2. Click the **Delete** button on the Main Toolbar.

Note: You can also add a Shadow, Events/Actions, Rollovers and Sounds to any arrow. Please see the applicable chapters for more information on these features.

Rotate Tool

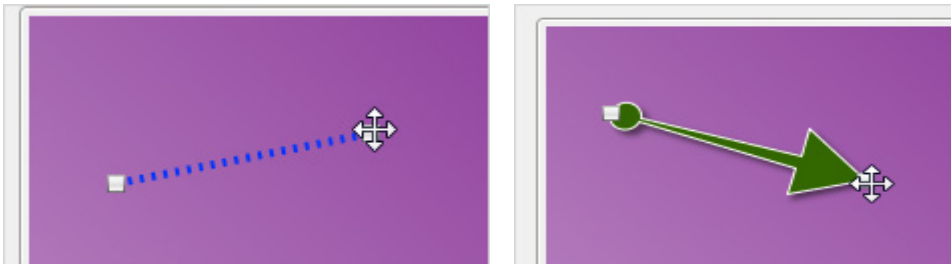
The *Rotate* tool allows you to rotate an individually selected slide object such as an inserted image or shape up to 360 degrees clockwise or counter clockwise.

To rotate a selected image or shape (created with rectangle, ellipse, lasso or poly lasso shape tools):



1. Select the desired inserted image or shape.
2. Point your cursor over the extended circle gnode (usually at the top center) until the cursor changes to a **circular arrow** shape.
3. Hold down your left mouse button and drag left or right to rotate.
4. Let go of the left mouse button when satisfied to complete the rotate operation.

To rotate a selected shape created using the line or arrow tool:



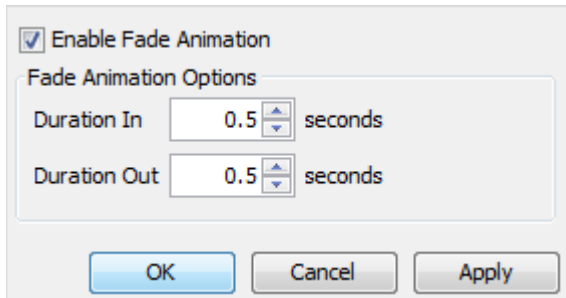
1. Select the desired inserted line or arrow.
2. Point your cursor over one of its edge gnodes until the cursor changes to a **four-headed arrow** shape.
3. Hold down your left mouse button and drag left or right to rotate.
4. Let go of the left mouse button when satisfied to complete the rotate operation.

Fade Animation

Add visual dimension to slide objects as they play back on your slides using *Fade Animation*. This feature allows you to apply fading effects to slide objects along the timeline or while working in the slide objects *Properties* dialog.

PROPERTIES DIALOG

This section provides instructions for working with the *Fade Animation* (when available) in a selection's *Properties* dialog.



To **ENABLE** a fade animation:

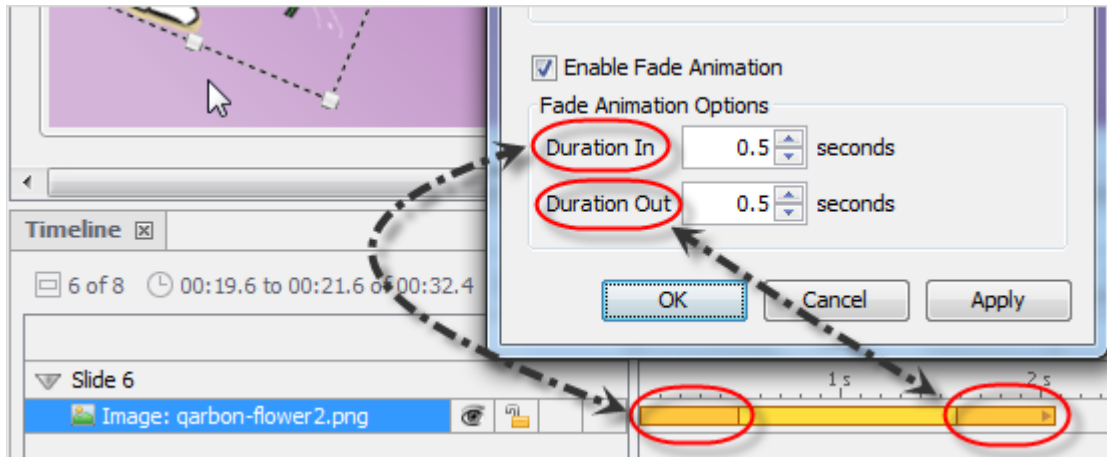
1. Select the slide object you want to add a fade animation to.
2. Click the **Properties** button along the selection's Context Sensitive Toolbar.
3. In the *Properties* dialog that displays, select the **Enable Fade Animation** option.
4. In the *Fade Animation Options* area:
 - a. **Duration In:** Enter a number (in seconds) for the amount of time the fade animation will take as the slide object displays on the timeline.
 - b. **Duration Out:** Enter a number (in seconds) for the amount of time the fade animation will take as the slide object reaches its ending time on the timeline.
5. Click **OK** to apply.

To **DISABLE** a fade animation:

1. Select the slide object containing the fade animation.
2. Click the **Properties** button along the selection's Context Sensitive Toolbar.
3. In the *Properties* dialog that displays, deselect the **Enable Fade Animation** button. This disables the fade animation options.
4. Click **OK** to apply.

TIMELINE EDITING

This section provides instructions for working with the *Fade Animation* (when available) while working with slide objects on the timeline.



To **ADD** a fade animation:

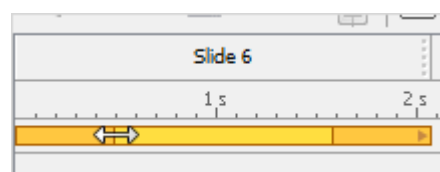
1. In the *Timeline* tab, select a slide element.
2. Click the **Fade Animation** button on the selection's Context Sensitive Toolbar. The selection's indicator box along the timeline is divided into two additional sections, showing a fade animation applied to the start and end times.

To **REMOVE** a fade animation:

1. In the *Timeline* tab, select a slide element containing a fade animation.
2. Click the **Fade Animation** button on the selection's Context Sensitive Toolbar to deselect (remove) the fade animation from the selected object.

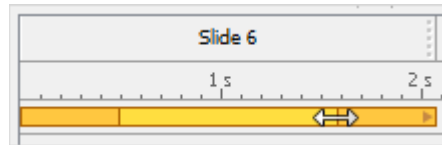
To **INCREASE / DECREASE** a fade animation's duration in / duration out times:

1. In the *Timeline* tab, select the slide object's layer.
2. To change the fade animation's:
 - a. **Duration In** time:



- i. Point your cursor over the inner edge of the slide object's indicator (second vertical line) until it changes to an arrow shape.

- ii. Hold down the left mouse button and drag left to decrease the time or drag right to increase the time for the fade animation to fade in.
 - iii. Let go of the left mouse button to set.
- b. **Duration Out** time:



- i. Point your cursor over the inner edge of the slide object's indicator (third vertical line) until it changes to an arrow shape.
- ii. Hold down the left mouse button and drag left to increase the time or drag right to decrease the time for the fade animation to fade out.
- iii. Let go of the left mouse button to set.

Grouped Objects (Alignment, Distribution, Sizing, Time)

ViewletQuiz5 Professional offers various alignment, distribution and sizing tools when working with multiple objects. This chapter provides an overview of working with these options.

ALIGNMENT TOOLS



Alignment tools are available for selected objects. The alignment tools are divided into two sections:

1. Aligning selected objects within the group's "bounding" box (as indicated by the dotted rectangle surrounding the selected objects).
2. Aligning selected objects on the slide.

To align two or more selected objects within the group's "bounding" box:

1. Click on the first object to select it.
2. Hold down the **Ctrl** key while clicking to select additional objects. A "bounding box" surrounds the selected objects. It will be inside this bounding box area that the alignment will occur.
3. Click the applicable "group alignment" button for the selected objects.

To align a single or multiple objects on a slide:

1. Select the object to select it.
2. If selecting multiple objects, hold down the **Ctrl** key while clicking on additional objects to select them.
3. Click the applicable "slide alignment" button for the selected object(s).

DISTRIBUTION TOOLS



Distribution tools are available for selected objects. In order to use the distribution tools, three or more objects must be selected. A "bounding box" (dotted rectangle) displays around the selected objects and it is inside the perimeter of this bounding box the distribution will be applied.

Note: Three or more objects must be selected in order to access the distribution tools.

To use the distribution tools:

1. Click on the first object to select it.
2. Hold down the **Ctrl** key when clicking to select the additional objects.
3. A “bounding” box displays around the selected objects. Click the applicable “distribution” button on the Context Sensitive Toolbar to apply it to the object group.

SIZE TOOLS



Size tools are available for two or more selected objects. Use this tool if you want to quickly set all objects within a selected group to the same size.

Note: The order that you select your objects is IMPORTANT. The objects will be “resized” based on the first object selected in the group.

To resize two or more selected objects:

1. Click on the first object to select it.
2. Hold down the **Ctrl** key when clicking to select the additional objects.
3. A “bounding” box displays around the selected objects. Click the applicable “size” button on the Context Sensitive Toolbar to apply it to the object group.

TIME TOOLS



Time tools are available for two or more selected objects. Use this tool if you want to quickly set all objects within a selected group to the same start time, end time, or both the same start AND end times. There is also a sequencing time tool available for the selected object group.

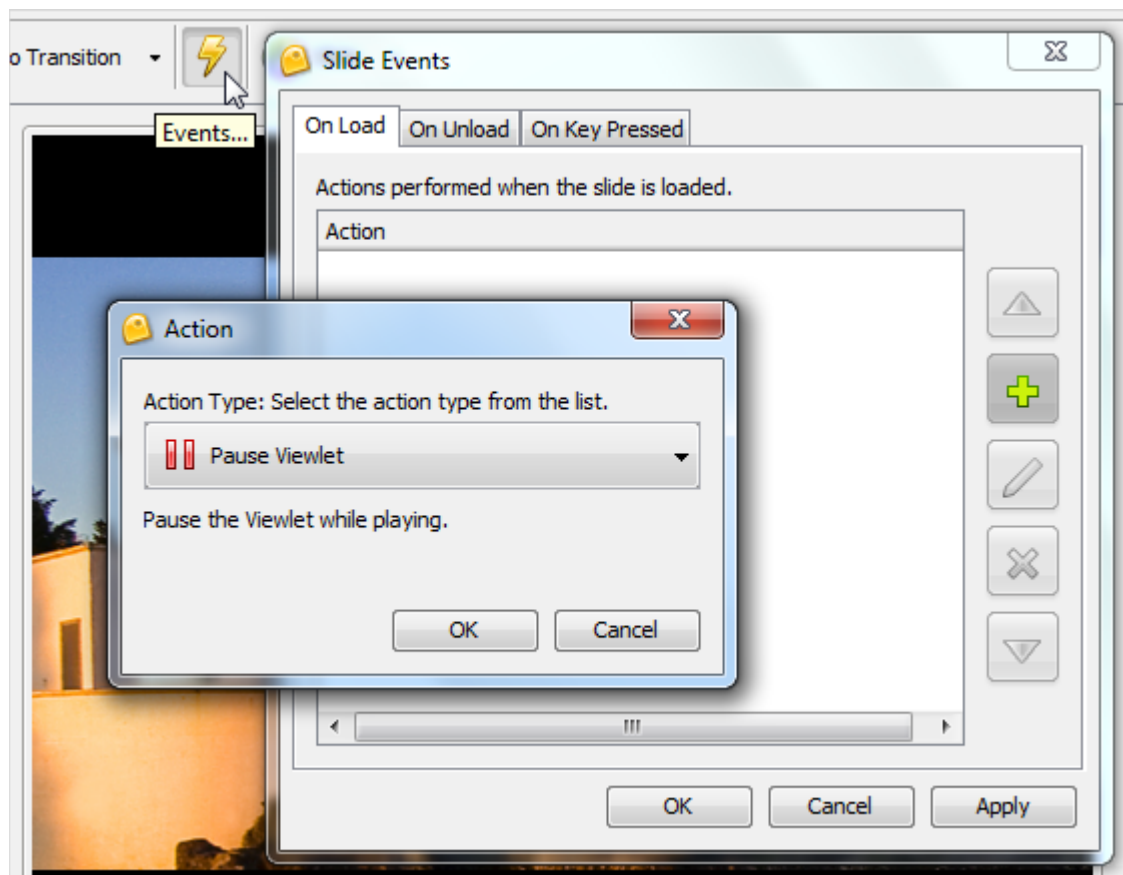
Note: The order that you select your objects is IMPORTANT. The ‘time’ will be applied using the first object selected in the group.

To set the time of how two or more selected objects appear and/or remain displayed on the timeline:

1. Click on the first object to select it.
2. Hold down the **Ctrl** key when clicking to select the additional objects.
3. A “bounding” box displays around the selected objects. Click the applicable “time” button on the Context Sensitive Toolbar to apply it to the object group.

Events and Actions Overview

ViewletQuiz5 Professional offers a robust set of events and actions that may be associated with slides and slide objects such as shapes and images to produce greater dynamics and a higher user interactive experience than ever before. This chapter provides an overview of events and actions features.

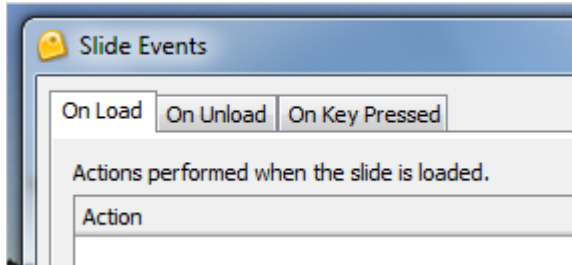


EVENTS

Events may be defined as what happens when a certain scenario occurs. For example, a slide event may be the "On Load" event. This means that when the slide "loads" or as it "loads" this "loading" is an event.

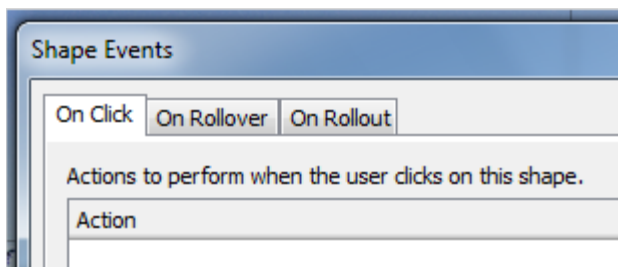
Note: All slides and various slide objects may have Events/Actions associated with them, but not all are listed in this chapter. If you see a lightning bolt along the selections Context Sensitive Toolbar, this means Events/Actions are available.

To **CREATE** a **slide event**:



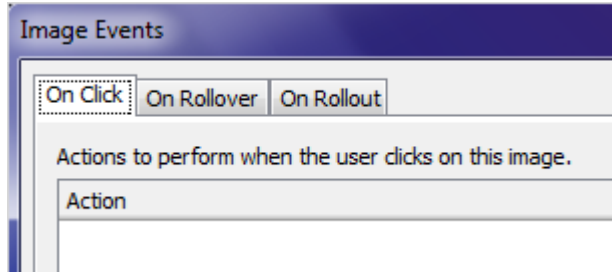
1. Right click on a slide directly and select **Events** from the shortcut menu.
2. In the *Slide Events* dialog, select a tab:
 - a. **On Load**: This is when a slide is loaded.
 - b. **On Unload**: This is when you leave the slide.
 - c. **On Key Pressed**: This is when a key is press while on a slide.
3. Select an action as desired.
4. Make additional selections for the 'selected' action (these will vary depending on the action selected).
5. Click **OK**.

To **CREATE** a **shape event**:



1. Right click on a shape.
2. Select **Events** from the shortcut menu.
3. In the *Shape Events* dialog, select a tab:
 - a. **On Click**: This is when the user clicks on the shape.
 - b. **On Rollover**: This is when the user moves the mouse over the shape.
 - c. **On Rollout**: This is when the user has moved the mouse off the shape.
4. Select an action as desired.
5. Make additional selections for the 'selected' action (these will vary depending on the action selected).
6. Click **OK**.

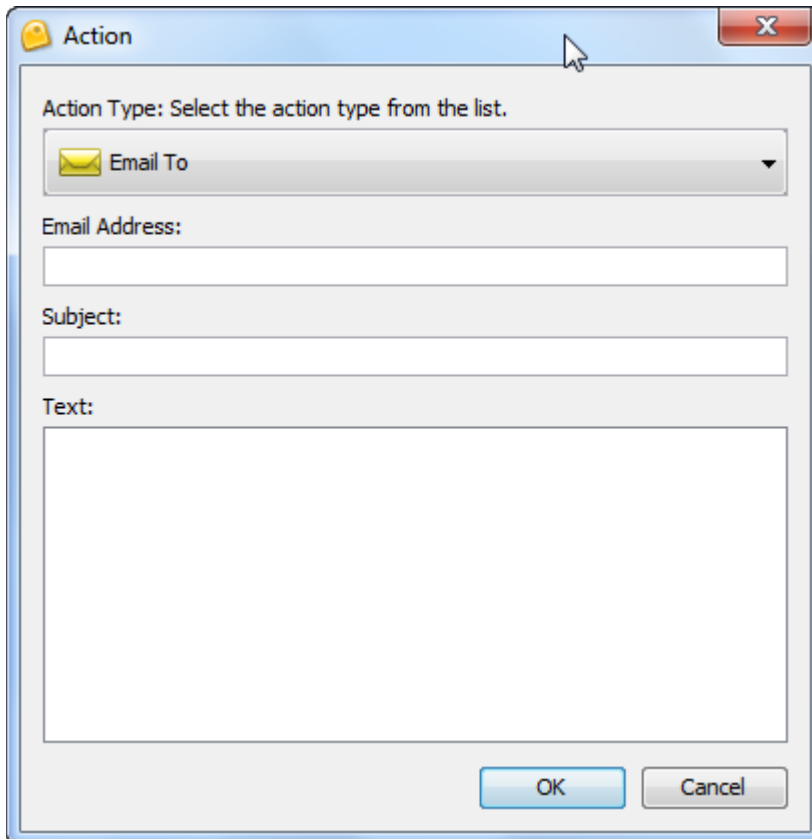
To **CREATE** an image event:



1. Right click on an image.
2. Select **Events** from the shortcut menu.
3. In the *Image Events* dialog, select an events tab.
 - a. **On Click:** This is when the user clicks on the image.
 - b. **On Rollover:** This is when the user moves the mouse over the image.
 - c. **On Rollout:** This is when the user has moved the mouse off the image.
4. Select an action as desired.
5. Make additional selections for the 'selected' action (these will vary depending on the action selected).
6. Click **OK**.

ACTIONS

Actions are associated with Events and are “what will take place” once a particular event occurs. For example, an “On Click” event may have a “Goto Slide” action attached to it. So, when a user clicks a shape, for example, the project will “go to” a predefined slide.



To **ATTACH** an action to an event:

1. Select a slide, shape, image or other object (that supports events).
2. Right click and select **Events** from the shortcut menu.
3. In the *Events* dialog, select an events tab.
4. In the tab, click the **Add** button.
5. In the *Action* dialog, select an action from the list. If applicable, make additional selections for the selected action as needed.
6. Click **OK** to close the *Action* dialog to return to the *Events* dialog.
7. Click **OK** to close the *Events* dialog.

To **ARRANGE** multiple actions for a given event:

1. In the *Events* dialog, select an events tab.
2. If multiple actions are listed in that tab, click an action to highlight it.
3. Click the **Move Up** button to move the selected action up in the list.
4. Click the **Move Down** button to move the selected action down in the list.
5. Click **OK**.

To **EDIT** an action:

1. In the *Events* dialog, select an events tab.
2. Select the action to edit.
3. Click the **Modify** button.
4. In the *Action* dialog, modify the action as needed.
5. Click **OK** to close the *Action* dialog.
6. Click **OK** to close the *Events* dialog.

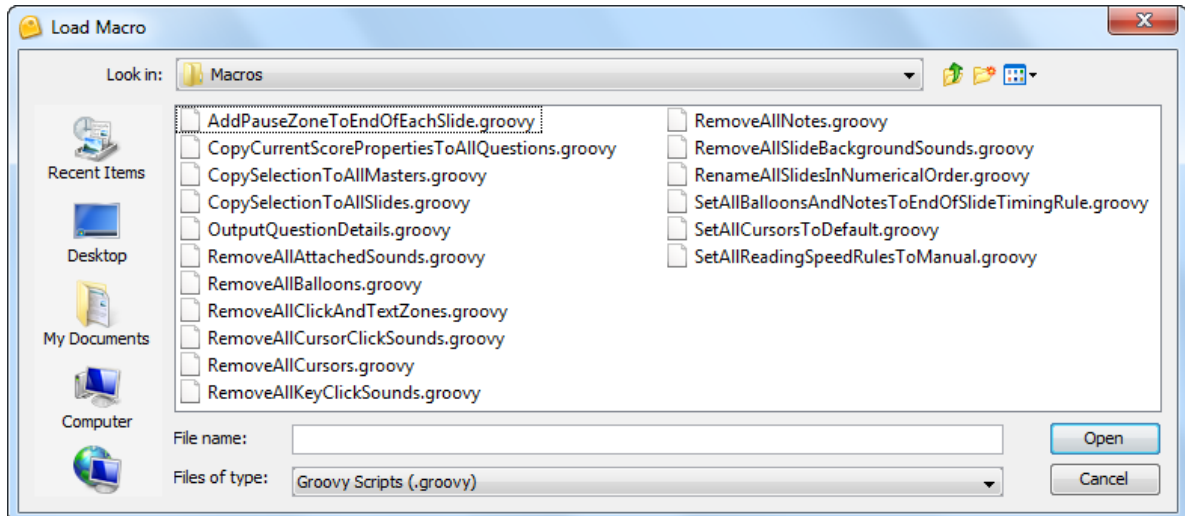
To **DELETE** an action:

1. In the *Events* dialog, select an events tab.
2. Select the action to delete.
3. Click the **Delete** button.
4. Click **OK** to close the *Events* dialog.

Note: If an event has multiple actions associated with it, the actions will be performed in the order in which they are listed in the "Action" dialog (from top to bottom).

Macros

ViewletQuiz5 Professional has built-in macros that allow you to do some common global edits in just a few clicks. These macros are created using GROOVY scripting.



To **LOAD** a Macro:

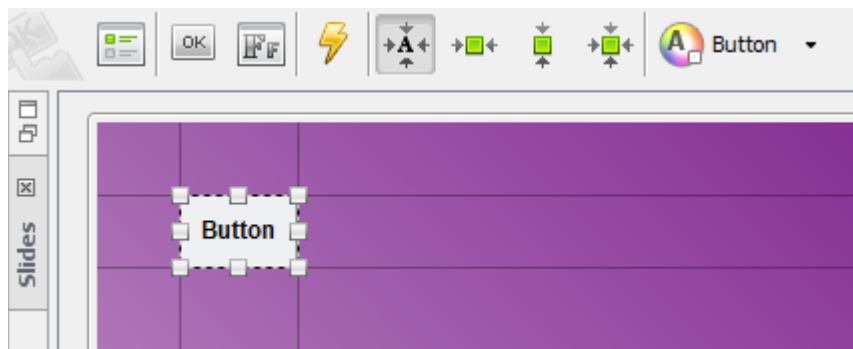
1. If applicable, select the appropriate object (not required for all macros).
2. Select **Edit > Load Macro** from the menu bar.
3. In the *Load Macro* dialog, select a Macro. Macros are located in the *Macros* folder.
4. Click the **Open** button.
5. When prompted, "Would you like to run this macro now?" click **Yes**.

Buttons

Buttons may be used to increase user interactivity within your Viewlet project. For example, if you want to give your viewer the control to advance through your Viewlet at their own pace, you can create your own series of customized buttons for them to do this. Or, you might provide buttons that, when clicked, will allow the viewer to skip ahead or to different parts of your project instead of just progressing through it in a linear fashion.

When you are editing your button element, double clicking on it will put you into text edit mode. You will see a flashing cursor inside the button image indicating it's ready for text input/editing, providing you access to the text edit Context Sensitive toolbar.

You can also single click on the button element to access the button's Context Sensitive toolbar to change the element's properties and style; open the *Text Editor* dialog (without being in text edit mode); add button events/actions; access simple alignment options and additional button style commands.



To **INSERT** a button:

1. Select the slide on which you want to add a button.
2. Click the **Insert Button** icon on the Object Toolbar. A button is inserted on the slide ready for editing.

Note: Don't forget to add a "Pause Zone" to a slide that contains a button. This will give the viewer a chance to click the button for further navigation in the Viewlet.

To **ACCESS** button properties:

1. Select a button.
2. Click the **Button Properties** button on the Context Sensitive Toolbar.
3. In the *Button Properties* dialog in the:
 - a. *Name* area: Enter a name for the button in the field provided. Enter the Text to be displayed on the button in the field provided.
 - b. *Location & Size* area: Enter values for its Left and Top margin. Enter values for the Width and Height of the button.

- c. *Timing* area: Select a timing option for the button to display on the slide from the drop down list. Enter values for any Start/Duration times as applicable.
4. Click **OK**.

To **MOVE** a button on a slide:

1. Select a button.
2. Point your cursor over the button until the cursor changes to a hand shape.
3. Hold down the left mouse button and drag.
4. Let go of the left mouse button to drop it into its new location.

To select a button **style**:

1. Select a button
2. Click the **Button Style** button on the Context Sensitive Toolbar.
3. In the *Button Style* dialog, select a style from the list.
4. Click **OK**.

To **MODIFY** text in a button:

1. Select a button.
2. To edit text:
 - a. Using the Text Editor:
 - i. Click the **Open in Text Editor** button on the Context Sensitive Toolbar.
 - ii. In the *Text Editor* dialog, make your selections for font type, font size, attributes, color and alignment.
 - iii. Type your text in the field provided.
 - iv. Click **OK** to apply and exit the *Text Editor* dialog.
 - b. Inline with the button object:
 - i. Double click on the button. A flashing cursor inside the button object indicates you are in text edit mode.
 - ii. Use the active Context Sensitive Toolbar to change font attributes, type, color, style and alignment.
 - iii. Type your text directly in the balloon object.
 - iv. Click off of the balloon to exit text edit mode.

To **add an event and action(s)** to the button:

1. Select a button
2. Click the **Events** button on the Context Sensitive Toolbar.
3. In the *Button Events* dialog, in the *On Click* tab, click the **Add** icon.
4. In the *Action* dialog, select an action from the list. Make additional selections as needed.
5. Click **OK** to close the *Action* dialog.
6. Click **OK** to close the *Button Events* dialog.

To **DELETE** a button:

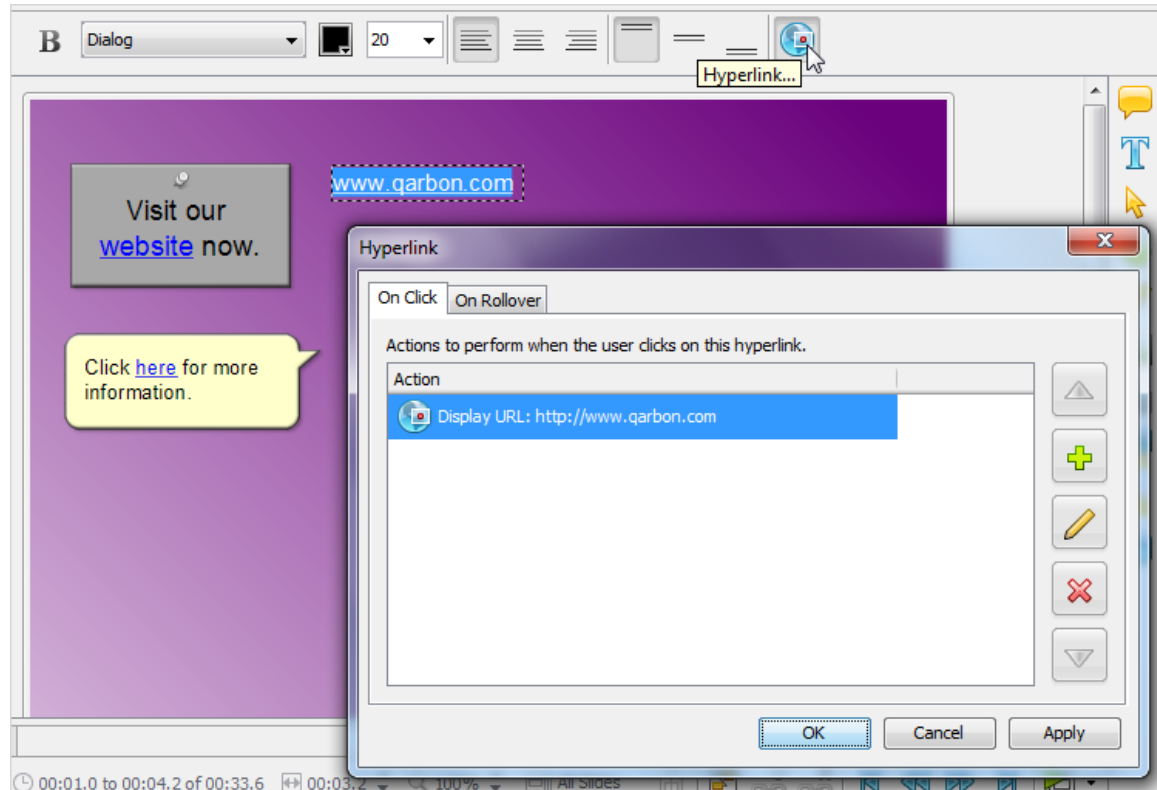
1. Select a button.
2. Click the **Delete** button on the Main Toolbar.

Note: Use multiple buttons on a slide for non-linear navigation within the Viewlet.

Hyperlinks & Hotspots

A well-designed *Hyperlink* or *Hotspot* allows a user, with a single click, to perform an action such as jump to another section of the project, open an email, go to a web page and more. In ViewletQuiz5 Professional, hyperlink functionality includes text links and the ability to make other objects work as “clickable” links. This chapter covers the basics steps for creating hyperlinks in your Viewlet projects.

TEXT LINKS (NOTES, BALLOONS, SLIDE TEXT)



While message objects (notes, balloons and slide text) themselves cannot be set up as a hyperlink, a portion or all of the text inside can. These types of hyperlinks are known as text links.

To **CREATE** a text link:

1. Highlight the text you want to use for the link.
2. Click the **Hyperlink** button on the Context Sensitive Toolbar.
3. In the *Hyperlink* dialog, select the *On Click* tab.
4. Click the **Add** button.
5. In the *Action* dialog that displays, select an action from the list. Make additional selections as needed.
6. Click **OK** to close the *Action* dialog.
7. Click **OK** to close the *Hyperlink* dialog.

Note: If additional event tabs are available when creating hyperlinks, you can use the same steps above for additional options when the viewer interacts with the link.

Note: By default, a text hyperlink will be blue underlined text. Once a hyperlink is created, you can change the link's text attributes as needed.

To **MODIFY** a text link:

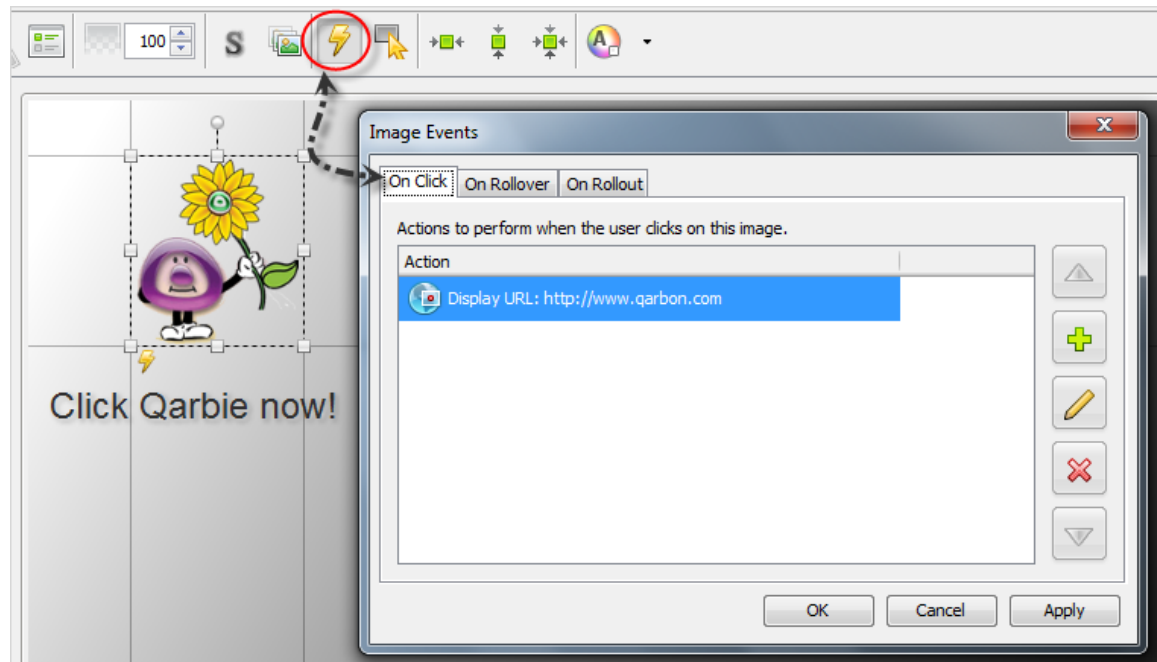
1. Highlight the text you want to use for the link.
2. Click the **Hyperlink** button on the Context Sensitive Toolbar.
3. In the *Hyperlink* dialog, select the *On Click* tab.
4. Select the applicable action from the list.
5. Click the **Modify** button.
6. In the dialog that displays, make edits as needed.
7. Click **OK** to close the *Action* dialog.
8. Click **OK** to close the *Hyperlink* dialog.

To **DELETE** a text link:

1. Highlight the text you want to remove the hyperlink from.
2. Click the **Hyperlink** button on the Context Sensitive Toolbar.
3. In the *Hyperlink* dialog, select the appropriate tab.
4. Select the applicable action from the list.
5. Click the **Delete** button.
6. Click **OK** to exit the *Hyperlink* dialog.

OBJECT HYPERLINKS (CLICKSPOTS, HOTSPOTS)

An object that requires a viewer to click it in order for an action to occur (like loading a web page, etc.) is more commonly referred to as a clickspot or a hotspot.



To **CREATE** a hotspot:

1. Select the slide object you want to use for the hotspot.
2. Click the **Events** button on the Context Sensitive Toolbar.
3. In the *Events* dialog, select an event tab, for example, select the *On Click* tab.
4. Click the **Add** button.
5. In the *Action* dialog that displays, select an action from the list. Make additional selections as needed.
6. Click **OK** to close the *Action* dialog.
7. Click **OK** close the *Events* dialog.

To **MODIFY** a hotspot:

1. Select the slide object used for the hotspot.
2. Click the **Events** button on the Context Sensitive Toolbar.
3. In the *Events* dialog, select the applicable tab.
4. Select the applicable action from the list.
5. Click the **Modify** button.

6. In the dialog that displays, make edits as needed.
7. Click **OK** to close the *Action* dialog.
8. Click **OK** to close the *Events* dialog.

To **DELETE** a hotspot:

1. Select the slide object used for the hotspot.
2. Click the **Events** button on the Context Sensitive Toolbar.
3. In the *Events* dialog, select the applicable tab.
4. Select the applicable action from the list.
5. Click the **Delete** button.
6. Click **OK** to exit the *Events* dialog.

Note: To create a transparent (invisible) hotspot, use a shape object, set its opacity level to zero percent (0%) and add the applicable events/actions to make it a clickable object as previously described.

Question Slides – Common Elements

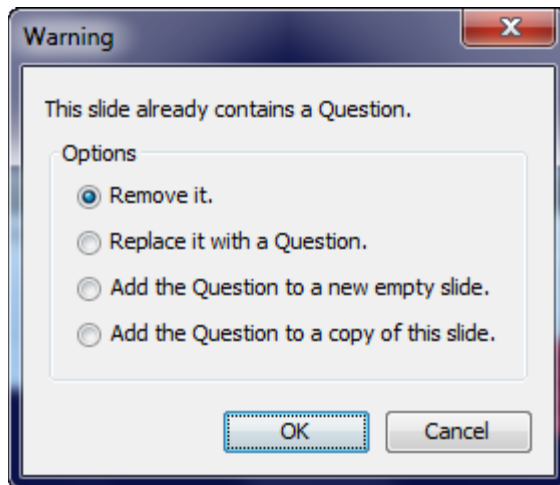
Question slides have many elements in common. These include:

- Only one question per slide.
- An input field OR a clickable area or button.
- Audio option.
- Response to user input in the form of a message or some other object for when the user answers correctly or incorrectly or doesn't complete a response.
- Scoring with points, attempts and time for answering.

Let's review each of these elements separately.

THE ONE QUESTION PER SLIDE RULE

Question slides serve a specific purpose and therefore, only one question may be on the slide at a time. If you try to insert multiple questions on a slide, you will see a *Warning* dialog with the following Options:



- Remove it.
- Replace it with a [selected question].
- Add the [question] to a new empty slide.
- Add the [question] to a copy of this slide.

Select one of these options and click **OK**.

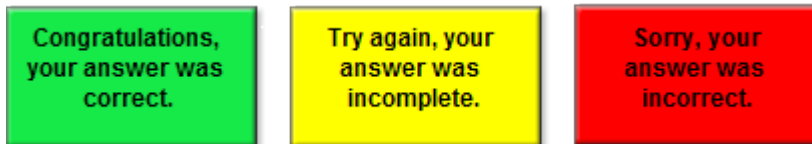
QUESTION INTERACTIVE ELEMENTS

Question slides will vary in look, but they will contain some type of input button, field or "object" to select, input or drag for the answer. These slides may also contain a button to "Submit" the input.

Note: You can attach audio to different parts of a question slide. To see what parts support audio, click the object and look at the Context Sensitive Toolbar. If a "sound" button displays for the selection, then you can attach audio to it.

FEEDBACK MESSAGES

When creating a Question slide, you should offer some type of response to the user after they've completed their input. In its simplest form, this response may simply be a message object that informs the user they've answered correctly. Or, it may be as elaborate as a combination of a message that, when the user answers incorrectly, a message appears telling them this and directing them to click a link to launch a quick training movie before continuing or to just continue without this option, etc. The choice as to how simple or complex the response will be is up to you. You even have the option to remove all responses to user input as well, if you desire.



Note: Feedback messages will only display when the user submits a response or the Question slide has "timed out".

To **CREATE** a feedback message using the default (installed) options:

1. Insert a question on a slide and, if applicable, three default response text messages will display:
 - a. **Green** message object: This will display if the user answers correctly.
 - b. **Yellow** message object: This will display if the user did not complete the message.
 - c. **Red** message object: This will display if the user answers incorrectly.
2. Select a message object and edit as you would any other message object with regards to text and message type/style itself.
3. Move and stack the messages as desired on the slide.

To **MODIFY** a feedback message:

You may change a response object from a message to an image or shape or none at all. In addition, you may change how this response object responds in reaction to a certain user action and the duration a response displays on a slide. These features are part of ViewletQuiz5 Professional's events/actions tools.

1. Click on the slide's thumbnail.
2. Click the **Events** button on the Context Sensitive Toolbar.
3. In the *Slide Events* dialog, click the appropriate tab. For example, to change the response that will display when the user answers correctly, select the *On Correct* tab.
4. Select the action to modify and click the **Modify** button.
5. In the *Action* dialog, edit as desired and click **OK**.

6. In the *Slide Events* dialog, select another tab and repeat this process as desired for each of the response objects.
7. When complete, click **OK** to close the *Slide Events* dialog.

To **DELETE** a feedback message:

1. Select the feedback object.
2. Click the **Delete** button on the Main Toolbar.


SCORING OPTIONS

You determine whether or not a Question slide is scored or not based on its *Scoring Mode*. If it is used as a quiz (scored) element, you can set its additional scoring options.

Score


Override Settings in Project Properties

Points

 Total points for the question:


10

Attempts

 Total number of attempts to answer question:

2

Reanswer

 Question can be reanswered on backwards navigation.

Time

Enable a time limit for the question.

Hours Minutes Seconds

0 0 0

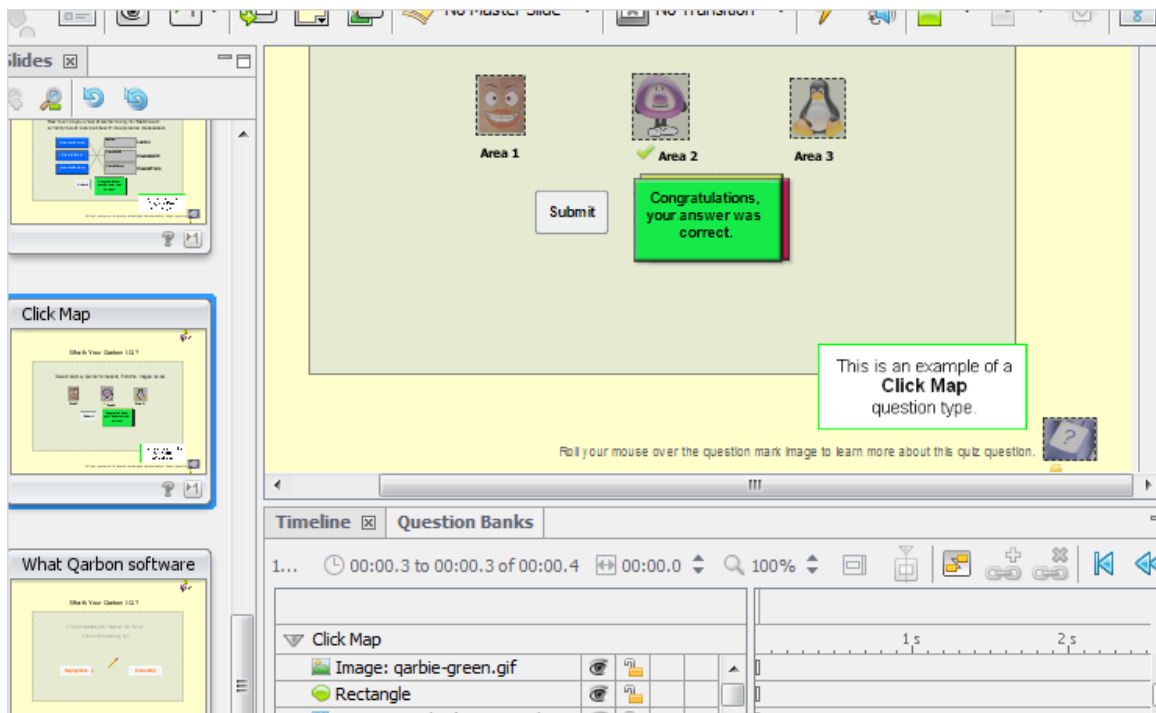
OK Cancel

To **CONFIGURE** scoring options a scored (quiz) Question slide:

1. Select the Question slide.
2. Click the **Scoring** button on the Context Sensitive Toolbar.
3. In the *Score* dialog:
 - a. Select the **Override Settings in Project Properties** to enable options in this dialog.
 - b. **Points:** Enter a number that will be used for the point value if the user answers the question correctly.
 - c. **Attempts:** Enter a number of times the user has to answer the question correctly. After this number is reached and if the question is not answered correctly, it will be marked as incorrect and the Viewlet will continue. Select the option to allow the question to be reanswered if the user navigates backwards in the project, if desired.
 - d. **Time:** To limit the amount of time a user has to answer a question, select the **Enable a time limit for the question** check box. Then, enter the **Hours/Minutes/Seconds** as desired.
 - e. Click **OK** to apply the scoring options and to close the *Score* dialog.

Question Slides

Turn your Viewlet into a testing or survey tool by using *Question* slides.



Note: There is one main difference between a quiz and a survey slide. A quiz question normally requires the user to provide a correct response and is usually scored. A survey question does not normally require a correct response and is therefore usually not scored.

To **CREATE** a Question slide:

1. Click the **Insert Question** button on the Object Toolbar.
2. In the *Question* dialog that displays:
 - a. Select a **Question Type**:
 - i. Non-Random question types:
 1. Select a question.
 2. Enter text in the **Question** field.
 3. In the *Scoring Mode* area, set it to **Quiz** (for scored questions) or **Survey** (for not scored questions).
 4. In the *Style* area, select the style to apply to the question slide.
 5. Click **OK** to close the *Question* dialog and create the new question slide.

ii. Random Question:

1. Select **Random Question**.
2. If you have to create a question bank:
 - a. Click the **Add a Question Bank** button. The *Add Question Bank* dialog displays.
 - b. Make your selections in the *General* and *Scoring* tabs.
 - c. Click **OK** to close the *Add Question Bank* dialog. The *Random Question* slide is added to the Main Timeline.

QUESTION ELEMENTS

The question type determines the baseline elements of the Question slide. These elements normally include choice text, a selectable response or input field for answers, a submit button to submit the response and feedback message objects. Please refer to each of these topics as outlined elsewhere in this guide for more information.

CHOICE LISTS

This question type requires users to select answers from a list of choice by selecting a radio button or check box next to each text option. The user then clicks a Submit button. If the question is a quiz, it will be scored. If the question is a survey, it will not be scored. So, this question type's elements (by default) may include:

What two Qarbon software products make up the ViewletBuilder Enterprise authoring suite?

- ViewletBuilder Professional

- ViewletCam

- ViewletQuiz Professional

Submit

Congratulations, your answer was correct.

Try again, your answer was incomplete.

Sorry, your answer was incorrect.

- Text box for the question
- Radio buttons (or check boxes) for users to select an answer
- Text boxes containing possible answers
- Submit button the user clicks to submit the response
- Feedback message objects

General Editing

To **MODIFY** the choice text:

1. Double click choice text box to enter text edit mode.
2. Edit the text as you would in any other message object.

To **ADD** additional choices:

1. Click the **Add Choice** button on the Context Sensitive Toolbar.
2. Repeat the step above for to add each new choice.

To **DELETE** a choice option:

1. Select the radio button / check box or the text box of the choice you want to delete.
2. Press the **Delete** key on your keyboard.

To **SET UP** the correct responses:

1. Select the radio button / check box next to the choice you want to set as the correct response.
2. Click the **Modify Choice** button on the Context Sensitive Toolbar.
3. Repeat these steps for each choice you want to set as the correct response.
4. If a choice is set as the correct response, click the **Modify Choice** button again to deselect it as the correct response.

To **CHANGE** the **radio button style**:

1. Click on any of the radio buttons to select one.
2. Click the **Choice Type** button on the Context Sensitive Toolbar to display a menu of options.
3. Select **Radio Button** option from the list.
4. The *Radio Button Style* dialog displays. Select a style for the radio button from the list.
5. Click **OK** to apply the new style.

To **MODIFY** a **choice text box**:

1. Double click the choice text box.
2. Edit the text as you would in any other message object.

To **MODIFY** the **Submit** button properties:

1. Select the **Submit** button.
2. Click the **Button Properties** button on the Context Sensitive Toolbar.
3. In the *Button Properties* dialog, edit the information as required.
4. Click **OK**.

To **DELETE** a Question from the slide:

1. Click the **Insert Question** button on the Object Toolbar.
2. In the *Warning* dialog, select the **Remove It** option.
3. Click **OK**

TEXT INPUT FIELDS

This question type requires the user to respond to a question by typing a response into a text input field. The response is then submitted either automatically or by the user clicking the Submit button. This question may (quiz) or may not (survey) be scored.

Name each "ViewletCentral" service offered by Qarbon next to its application description below.

Hosted on Qarbon's servers: ---

Hosted on your company server: ---

This question's default elements may include:

- Text box for the question
- Text input field for users type their responses in
- Submit button the user clicks to submit the response
- Response message objects

To **MODIFY** the text box containing the Question zone's question:

1. Double click the text box.
2. Edit the text as you would in any other message object.

To **MODIFY** the **text input field**:

1. Double click the text input field.
2. In the *Modify Text Field* dialog:
 - a. Select a **Response Type** from the list (Textual or Numeric).
 - b. **For Correct Answers – One Per Line**: Input the correct answers in the field provided. This is what the user will need to type in the field in order to answer correctly. For multiple answers, press the **Enter** key between each correct entry.
 - c. In the *Options* area, make selections as needed:
 - i. **Wrap Text**: Allows text to wrap inside the text field.
 - ii. **Password Field**: Encrypts the text.
 - iii. **Case Sensitive**: Forces the answer to be exact, including caps.
 - iv. **Ignore Whitespace**: Ignore any 'spaces' in answers.
 - d. Select a **Submit Key** option from the list.

*Note: After inputting text, the user clicks the Submit Key to submit the answer. If you do NOT want to require the user to click this button, use the **Auto** option. When selected, the user types in a response and, after three seconds, the Viewlet will automatically submit the input and respond accordingly.*

3. Click **OK**.

To **MOVE** the text field:

1. Select the text field.
2. Mouse your cursor over the text field until the cursor changes to a hand shape.
3. Hold down the left mouse button and move the text field to its new location.

To **RESIZE** the text field:

1. Select the text field.
2. Mouse your cursor over one of the grab handles until the cursor changes to a double arrow shape.
3. Hold down your left mouse button and drag the grab handle to resize the text field.

To **DELETE** a Text Zone:

1. Select the text field.
2. Press the **Delete** key on your keyboard.

COMBOBOXES

This question type requires users to answer a question by selecting a single answer from a list of answers contained within a drop-down list. Then the user clicks the Submit button to submit the response. So, this question type's elements (by default) may include:

Select the new project types NOT available in each of these Qarbon Viewlet authoring software products.

ViewletBuilder Enterprise ----- Screen Capture

ViewletBuilder Professional ----- Screen Capture

ViewletQuiz Professional ----- Screen Capture

Submit Congratulations, your answer was correct. Try again, your answer was incomplete. Sorry, your answer was incorrect.

- Text box for the question
- ComboBox for users to select an answer from a drop-down list
- Submit button the user clicks to submit the response
- Response message objects

To **MODIFY** the text box containing the Question zone's question:

1. Double click the question text box.
2. Edit the text as you would in any other message object.

To **MODIFY** a **ComboBox** style:

1. Click the **Choice Type** button on the Context Sensitive Toolbar.
2. Select **ComboBox** from the list that displays.
3. In the *ComboBox Style* dialog, select a style from the list.
4. Click **OK**.

To **CONFIGURE** the ComboBox's options list:

1. Double click on the ComboBox.
2. The *Modify ComboBox* dialog displays. In this dialog:
 - a. To insert an answer:
 - i. Click the **Add** button.
 - ii. Type a value in the list area.
 - b. To modify an answer:
 - i. Select a value in the list.
 - ii. Click the **Modify** button.
 - iii. Edit the highlighted value.
 - c. To set an answer as "correct":
 - i. Click on the check box next to the desired value.
 - ii. Deselect the checkbox to remove the checkmark.
 - d. To move an answer up or down in the list:
 - i. Select the desired value.
 - ii. Click the **Move Up** button to move it up in the list.
 - iii. Click the **Move Down** button to move it down in the list.
 - e. To remove an answer from the list.
 - i. Select a value in the list.
 - ii. Click the **Delete** button.
3. Click **OK** to save the list and to close the dialog.

RATINGS

This question type gathers information from a user by posing a question such as “What is your overall level of satisfaction?” In response, the user is required to click along a “rating” scale and then click a Submit button to submit the response. This type of question is for surveys only and not scored.

Qarbon's goal is customer-focused satisfaction at every level. Please let us know how we are doing by rating your level of satisfaction next to each product / service below.

Unsatisfied Highly Satisfied

Qarbon web site - ease of navigation and ability to quickly find what you were looking for ★ ★ ★ ☆ ☆ ☆ ☆ ☆ ☆ ☆

Sales - availability, friendliness and knowledge level of sales staff ★ ★ ★ ☆ ☆ ☆ ☆ ☆ ☆ ☆

Products / Services - variety and availability to meet your eLearning needs ★ ★ ★ ☆ ☆ ☆ ☆ ☆ ☆ ☆

Training & Self Help - availability and usefulness of self-help resources ★ ★ ★ ☆ ☆ ☆ ☆ ☆ ☆ ☆

Support - availability, friendliness and knowledge level of pre, during and after sales support and customer service staff ★ ★ ★ ☆ ☆ ☆ ☆ ☆ ☆ ☆

The (default) elements for this question type may include:

- Text box for the question
- Rating scale the user clicks on in response to the question
- Submit button the user clicks to submit the response

To **MODIFY** the text box containing the Question zone's question:

1. Double click the question text box.
2. Edit the text as you would in any other message object.

To **CHANGE** a Rating scale's style:

1. Select the Rating object to select it.
2. Click the **Modify Choice** button on the Context Sensitive Toolbar.
3. Select **Rating** from the list.
4. The *Rating Style* dialog displays. Select a new style from the list.
5. Click **OK** to apply it.

To **INCREASE / DECREASE** the rating scale:

1. Double click on the Rating object.
2. The *Modify Rating* dialog displays. Enter a number in the field provided for the *Maximum Rating* desired.
3. Click **OK**.

To **REMOVE** a Rating from a slide:

1. Click the **Insert Question** button on the Object Toolbar.
2. When the *Warning* screen displays, select **Remove It**.
3. Click **OK** to remove the Question from the slide.

Drag and Drop & Click Map Question Types

DRAG AND DROP QUESTION TYPE

The *Drag and Drop* question type requires the viewer to match up items by dragging responses across columns. This question type can be used as a quiz (scored) question or as a survey (non-scored) question.

How much do you know of Qarbon's origins? Match each current product / service title with its applicable predecessor.

ViewletCentral Leelou Leelou

ViewletQuiz ViewletACE ViewletACE

ViewletBuilder ViewletFarm ViewletFarm

Submit Congratulations, your answer was correct. Try again, your answer was incomplete. Sorry, your answer was incorrect.

As with any feature in ViewletQuiz5 Professional, there are several ways to achieve the same results. Remember, access to different features when working with the Drag and Drop and the Click Map question types are also available via Context Sensitive toolbars and via right click shortcut menus.

To **CREATE** a Drag and Drop question:

1. Click the **Insert Question** button on the Object Toolbar.
2. A *Question* dialog displays. Scroll down the list of *Question Types* and select **Drag and Drop** from the list.
3. Type your *Question* or instructions for the question in the field provided.
4. In the *Scoring Mode* area, select **Quiz** if the question will be scored, or select **Survey** if the question will not be scored.
5. Click **OK** and a slide with the new Drag and Drop question type will be created.

Properties

By default, the Drag and Drop question contains various elements (all of which are editable) when first created including:

- **Question Text:** A text box displays at the top of the question elements with text entered in the *Question* field in the *Question* dialog when selecting the question type. If no text is entered into the field prior to creating the question, the default text will be **Enter Question Here**. Edit the text as needed.
- **Drag Choices:** The first column contains three text boxes, which are the responses that the viewer is instructed to “drag and drop” on the Drop Areas in the second column in order to answer the question correctly. The Drag Choices are simply message objects, so its style, type and text can be modified just like any other note, balloon or slide text (message) object.
- **Drop Areas:** The second column contains three Drop Areas that, by default, are linked to their respective Drag Choice. This is the area on the slide where the viewer drops the Drag Choice on in order to respond. You can modify the opacity level, name, etc. of this area.
- **Links:** A dotted line displays between each Drag Choice and its associated Drop Area, signifying they are “linked” together. Links can be removed and added between new “pairs” of Drag Choices and Drop Areas as desired.
- **Submit Button:** Once all of the appropriate responses are “dragged and dropped”, the viewer clicks this button to submit the answers. The button’s look, text and “on click” action may be modified.
- **Feedback Messages:** If using feedback, whether it is the default message objects or a custom configuration, the viewer will see (hear) the appropriate feedback based on how they respond. Responses can be customized for correct, incorrect and incomplete responses.

Working with Drag & Drop Questions

To **EDIT** the question text box:

1. Double click on the text box to enter text edit mode.
2. Edit your text and its attributes as desired.
3. Deselect the text box and then single click it to select the object itself.
4. Resize and move the text box as needed.

Note: Since “Drag Choices” are essentially the same as a message object, you can quickly edit it as you would any other message object with regards to changing its style, text content and text attributes using the buttons along the context sensitive toolbar, if desired.

To work with Drag Choices using the **Drag and Drop dialog**:

1. Click on a Drag Choice to select it.
2. Click on the **Modify Question** button.
3. The *Drag and Drop* dialog displays. Select the *Questions tab*.
4. In the *Questions tab*:

- a. To add a new Drag Choice + Drop Area pair:
 - i. Click the **Add** button.
 - ii. Select **Add Drag Drop Pair** from the shortcut menu that displays.
 - iii. A *Drag and Drop Pair* dialog displays.
 1. Select a message *Type* from the list.
 2. Type the *Text* for the Drag Choice in the field provided.
 3. Accept the title for the *Drop Area Name* or type a new one in the field provided.

The text used in the “Name” field will display over the Drop Area. You will see this “text label” on the Drop Area while editing your source file INSIDE ViewletQuiz5 Professional (it is used to identify its respective Drop Area). However, after you publish the file, this text will NOT be visible to the viewer in the SWF file. If you want to have the Drop Area “labeled” with text that will be visible to the viewer, you must add a message object (such as slide text) on or near the Drop Area.
 4. Click **OK** to create the new pair and add it to the list.
- b. To modify an existing Drag Choice:
 - i. Select a “choice” from the *Drag Choices* list.
 - ii. Click the **Modify** button.
 - iii. In the dialog that displays, make your desired edits.
 - iv. Click **OK** to apply the changes and to return to the previous dialog.
- c. To link / unlink Drag and Drop Pairs:
 - i. To remove an existing link:
 1. Select either item from one of the lists.
 2. Click the **Link** button. This will remove the link between the selected pair.
- d. To link an unlinked Drag Choice and Drop Area:
 - i. Start by clicking on the desired Drag Choice.
 - ii. Then, click on the desired Drop Area that you want to link to the Drag Choice.
 - iii. Click the **Link** button. A link will display between the selections.

- e. To move an item up or down within one of the lists:
 - i. Select a Drag Choice or a Drop Area.
 - ii. Click the **Move Up** button to move the selection up in the list.
 - iii. Click the **Move Down** button to move the selection down in the list.

- f. To delete an item in one of the lists:
 - i. Select a Drag Choice or a Drop Area.
 - ii. Click the **Delete** button. The selection is removed from the list.

Note: Be careful when deleting a Drag Choice or Drop Area. If the selection is part of a "Drag and Drop Pair" (meaning it is linked), both the Drag Choice and its associated (linked) Drop Area (and visa versa) will be deleted.

- 5. Click **OK** to save changes and to exit the *Drag and Drop* dialog.

To **MODIFY** a Drag Choice (while editing directly on the slide):

1. To change the style, type or fill color of the Drag Choice, single click on it to select it.
2. When the context sensitive toolbar loads, use its buttons to modify the Drag Choice object just as you would any other message (note, balloon, slide text) object.
3. To edit the text within the Drag Choice, double click it to enter text edit mode. Edit the text as you would any other message object.

To **RANDOMIZE** (mix up) Drag Choices automatically:

1. Create and modify the Drag and Drop question on the slide as desired.
2. To mix up the Drag Choices (without affecting the position of their associated Drop Areas and slide text, if applicable), click on the slide itself to make sure the slide is selected.
3. Click the **Randomize Drag Choices** button on the context sensitive toolbar. This will mix up the Drag Choices.

Note: When you use the "Randomize Drag Choices" button (feature) this will NOT randomize the Drag Choices in the published SWF file (this feature is planned for a future release). It will only "mix up" or randomize the Drag Choices each time you click the randomize button while editing the project in the source file.

To **MODIFY** with Drop Areas (using the Drag and Drop dialog):

1. Double click on a Drop Area.
2. The *Drag and Drop* dialog displays. The *Questions tab* displays by default.

3. In the *Questions tab*, make selections / modifications as desired.
4. To change the attributes of the Drop Areas, select the *Style tab*.
5. You have three “states” to set up for the fill (bucket) color and for the border (pencil) color:
 - a. **Normal:** The look of the area when the mouse is not over or clicked on it.
 - b. **Rollover:** The look of the area when the mouse is “over” but not clicked on it.
 - c. **Selected:** The look of the area when the mouse is clicked on it.
 - d. To change the fill color for the area for any of these “states” click on the **Background Color** button. In the dialog that displays, select a color and click **OK** to return to the previous dialog.
6. To change the area’s border color for any of these “states” click on the **Border Color** button. In the dialog that displays, select a color and click **OK**.
7. Click **OK** to apply / save the selections.

Note: The text that you see on the Drop Area while working in your source file within ViewletQuiz5 Professional is used to identify its respective Drop Area. This text is only visible within ViewletQuiz5 Professional and will NOT be visible to the viewer in the published SWF file. If you want to use text to identify each Drop Area and have this text visible to the viewer in the published SWF file, you must add a message object (such as slide text) on or near each of the Drop Areas.

To **add slide text** next Drop Areas that will be visible to the viewer in the published SWF file:

1. Create and modify the Drag and Drop question as needed on the slide, including randomizing Drag Choices and Drop Areas as desired.
2. Click the **Insert Text Box** button on the Objects Toolbar.
3. Draw the text box for the slide text on the slide where desired.
4. Input the slide text and modify its attributes as needed.
5. Repeat these steps as needed for each slide text box you need to create for each Drop Area.

To **RESIZE / MOVE** a Drop Area:

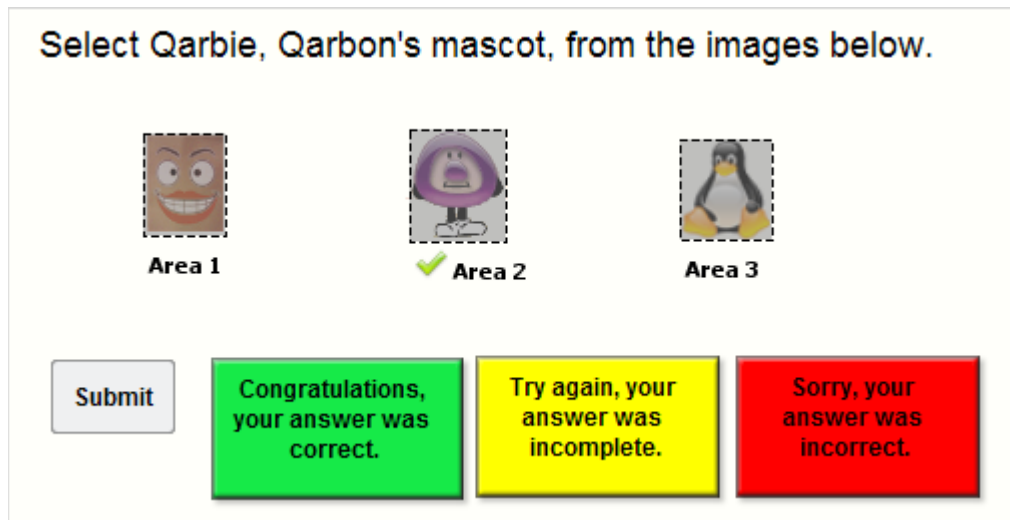
1. Click on the Drop Area to select it. A “bounding box” displays around it.
2. Use the “grab handles” to drag and resize the Drop Area as desired.
3. To move the Drop Area, point your cursor over the object and hold down the left mouse button and drag it to a new location on the slide as desired.

To **REMOVE** a Drag and Drop question from the slide:

1. Click on the **Insert Question** button on the Objects Toolbar.
2. A *Warning* dialog displays. Select the **Remove It** option.
3. Click **OK** to complete the deletion.

CLICK MAP QUESTION TYPE

The *Click Map* question type requires the viewers to click on one or more areas of the screen in order to respond. This question type can be used as a quiz (scored) question or as a survey (non-scored) question.



To **CREATE** a Click Map question:

1. Click the **Insert Question** button on the Object Toolbar.
2. A *Question* dialog displays. Scroll down the list of *Question Types* and select **Click Map** from the list.
3. Type your *Question* or instructions for the question in the field provided.
4. In the *Scoring Mode* area, select **Quiz** if the question will be scored, or select **Survey** if the question will not be scored.
5. Click **OK** and a slide with the new Click Map question type will be created.

Properties

By default, the Click Map question contains various elements (all of which are editable) when first created including:

- **Question Text:** A text box displays at the top of the question elements with text entered in the *Question* field in the *Question* dialog when selecting the question type. If no text is entered into the field prior to creating the question, the default text will be **Enter Question Here**. Edit this text as needed.

- **Click Areas:** The Click Map displays three “click areas” on the creation of a new question. You can delete or add click areas, redraw their shapes using any of the drawing tools, resize them and reposition them on the slide. You can also designate one or more “areas” as what the viewer needs to click on in order to respond correctly.
- **Submit Button:** Once the appropriate selections are “clicked on”, the viewer (by default) clicks this button to submit the response. The button’s look, text and “on click” action may be modified.

Note: If the viewer is only required to click on ONE click area, you can have the answer automatically submitted without use of the Submit button. To set this up, double click on a click area to open the “Click Map” dialog. Under “Options” select the “Submit on Click” option. This will automatically remove the “Submit” button from the slide. Keep in mind, this option will not be available if multiple click areas are designated as the correct response.

- **Response Messages:** If using feedback, whether it is the default message objects or a custom configuration, the viewer will see (hear) the appropriate feedback based on how they respond. Responses can be customized for correct, incorrect and incomplete responses.

Working with Click Map Questions

To **MODIFY** the question text box:

1. Double click on the text box to enter text edit mode.
2. Edit your text and its attributes as desired.
3. Deselect the text box and then single click it to select the object itself.
4. Resize and move the text box as needed.

To work with **Click Areas**:

1. Double click on any of the click areas.
2. The *Click Map* dialog displays. Two tabs are available:
 - a. In the *Questions tab*.
 - i. In the *Click Map Zones* area, click on an area in the list to work with it.
 - ii. Click the **Add** button to add a new area to the list. After it displays in the list, edit its text as needed.
 - iii. Click the **Modify** button to edit the text of a selected area.
 - iv. To move an item up or down in the list, click the **Move Up** button to move the item up in the list. Click the **Move Down** button to move the item down in the list.
 - v. Click the **Delete** button to remove a selected area from the list.

- vi. In the *Click Map Zones* area, to set one or more areas as the correct response:
 1. In the *Correct* column, click the check box next to the area you want designated as the correct “click area”.
 2. Repeat the step above for each additional “correct” click area the viewer must click on in order to respond correctly.
 3. To deselect a correct response, click on the check box containing the checkmark to remove (deselect) it as the correct response.
 - vii. In the *Options* area, to specify “how the user needs to click” in order to respond correctly when clicking on selections:
 1. Select the **Multi Select** option if multiple click areas are designated as correct responses, meaning the viewer must click multiple click areas in order to respond correctly.
 2. Select the **Submit on Click** option when only one click area is designated as the correct response. This will remove the **Submit** button from the slide and once the viewer clicks on any of the available click areas, the response will automatically be submitted right after clicking.
 3. Select the **Double Click to Select** option if you want the viewer to double click on one or more click areas in order to select and respond correctly.
 - b. In the *Style* tab, you have three “states” to set up for the fill (bucket) color and for the border (pencil) color:
 - i. **Normal:** The look of the area when the mouse is not over or clicked on it.
 - ii. **Rollover:** The look of the area when the mouse is “over” but not clicked on it.
 - iii. **Selected:** The look of the area when the mouse is clicked on it.
 - c. For any of these “states” click on the **Background Color** button. In the dialog that displays, select a color and click **OK** to return to the previous dialog.
 - d. For any of these “states” click on the **Border Color** button. In the dialog that displays, select a color and click **OK**.
3. Click **OK** to save options and exit the *Click Map* dialog.

To **CREATE** a new Click Area:

1. Click the **Create Area ...** button on the Context Sensitive toolbar.
2. Select one of the menu options to draw (create) the Drop Area:

- a. **Create Area with Rectangle Tool:** Use this option to create a rectangular shaped Drop Area on the slide.
 - b. **Create Area with Ellipse Tool:** Use this option to create an elliptical (circle or oval) shaped Drop Area on the slide.
 - c. **Create Area with Lasso Tool:** Use this option to create a free-form shaped Drop Area on the slide.
 - d. **Create Area with Poly Lasso Tool:** Use this option to create a polygon shaped Drop Area on the slide.
3. When the cursor changes to a cross-hair, hold down the left mouse button on the area of the slide where you want to draw the Drop Area. Drag to draw the area.
 4. Let go of the left mouse button to complete the Drop Area.

To **REDRAW** a Drop Area:

1. Click on the Drop Area you want to redraw to select it.
2. Click the **Redraw Area** button on the Context Sensitive toolbar.
3. Select one of the menu options to redraw the Drop Area:
 - a. **Create Area with Rectangle Tool:** Use this option to redraw a rectangular shaped Drop Area on the slide.
 - b. **Create Area with Ellipse Tool:** Use this option to redraw an elliptical (circle or oval) shaped Drop Area on the slide.
 - c. **Create Area with Lasso Tool:** Use this option to redraw a free-form shaped Drop Area on the slide.
 - d. **Create Area with Poly Lasso Tool:** Use this option to redraw a polygon shaped Drop Area on the slide.

To **RESIZE / MOVE** a Drop Area:

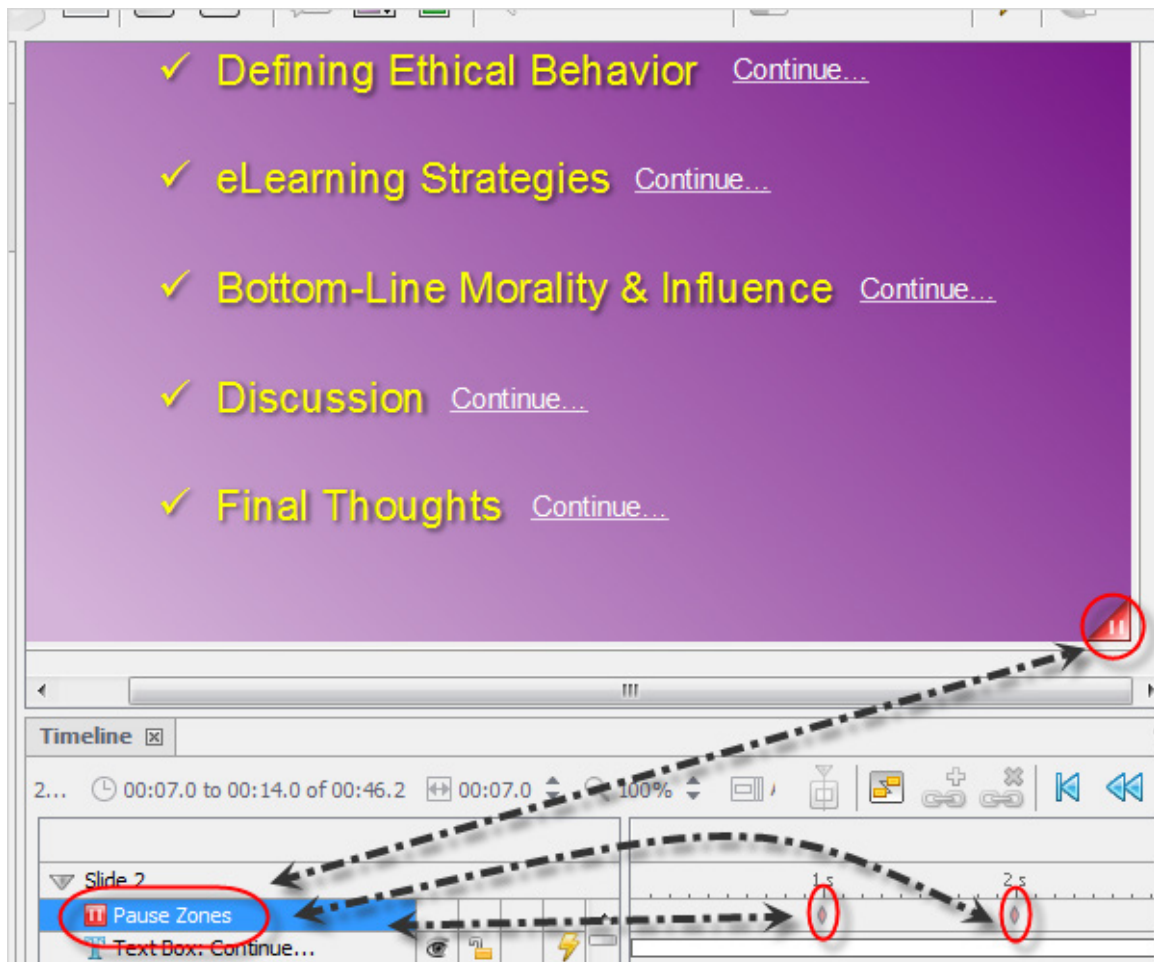
1. Click on the Drop Area to select it. A “bounding box” displays around it.
2. Use the “grab handles” to drag and resize the Drop Area as desired.
3. To move the Drop Area, point your cursor over the object and hold down the left mouse button and drag it to a new location on the slide as desired.

To **REMOVE** a Drag and Drop question from the slide:

1. Click on the **Insert Question** button on the Objects Toolbar.
2. A *Warning* dialog displays. Select the **Remove It** option.
3. Click **OK** to complete the deletion.

Pause Zone

The *Pause Zone* is used to 'pause' the Viewlet on a particular slide or at a particular interval on a slide. These zones are easy to use on slide and are most commonly used on slides that contain hyperlinks or buttons that allow the user to click when they decide to continue to play the Viewlet.



To **INSERT** a Pause Zone on a slide:

1. Click the interval along the Timeline where you want to insert a Pause Zone.
2. Click the **Insert PauseZone** button on the Objects Toolbar.
3. A Pause Zone indicator will be added to the Timeline where the Pause Zone was added and a red triangle will be inserted in the bottom right corner of the slide (in Slide Select mode). This triangle indicates the slide will pause, but this triangle will not display in the Viewlet.

To insert **multiple Pause Zones** on a slide:

1. Select the frame on the Timeline where you want to insert the Pause Zone.
2. Click the **Insert PauseZone** button on the Objects Toolbar.

3. A new Pause Zone is added and, if there is more than one on the slide, the layer's name is changed to *Pause Zones*.
4. Click the **Insert PauseZone** button for each additional Pause Zone needed on the slide.
5. Drag the Pause Zone indicator along the timeline as needed.

To **MOVE** a Pause Zone:

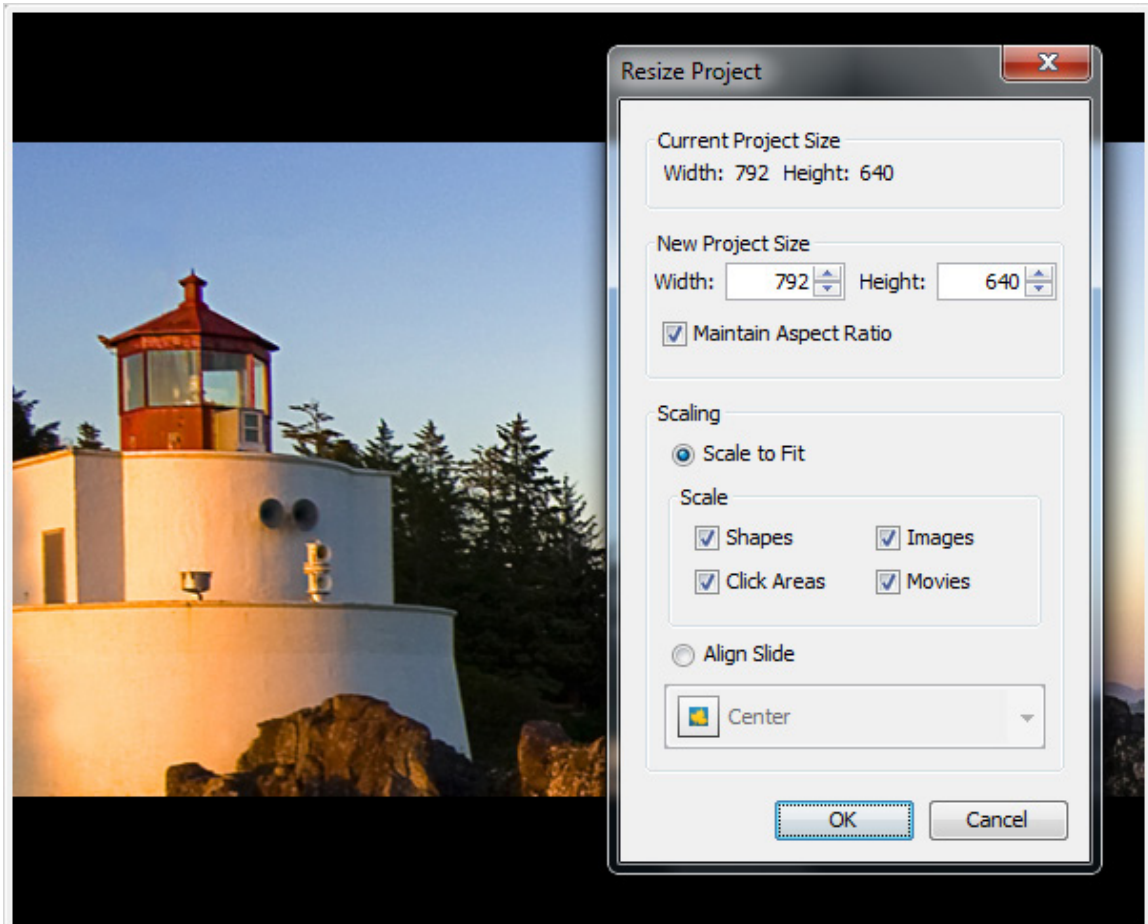
1. Click the *Pause Zone* layer to select it.
2. Select the object's indicator in the Timeline by clicking on it.
3. Hold down your left mouse button and drag the zone.
4. Let go of the left mouse button to drop it into place.
5. A *Timing Rule Change* dialog displays. Read the information and click **OK** to change the timing rule to manual timing.

To **REMOVE** a Pause Zone:

1. Select the Pause Zone indicator along the Timeline.
2. Press the **Delete** key on your keyboard.

Resize Project

The *Resize Project* feature lets you resize your current project directly within the project, while inserting new screenshots, or even while importing slides from a project (whether or not the slides are the same size as the current project). Let's take a look at how this works.



1. Select **Project > Resize Project** from the Menu.
2. The *Project Resize* dialog displays:
 - a. In the *Current Project Size* area, the project's original size displays. Review this information.
 - b. In the *New Project Size* area:
 - i. Enter a number for the new *Width* and *Height* in the fields provided.
 - ii. To maintain the correct ratio between the new width and height, select the **Maintain Aspect Ratio** option BEFORE entering a number in either the *Width* or the *Height* field.

- c. In the *Scaling* area, select one of the scaling options:
- i. **Scale to Fit:** Scales the slide background image to “best fit” the new slide dimensions.

Additionally, to **Scale** a slide object, select the check box next to:

- Shapes
- Click Areas
- Images
- Movies

Each of the selected slide objects will be scaled to fit in proportion to the new slide size.

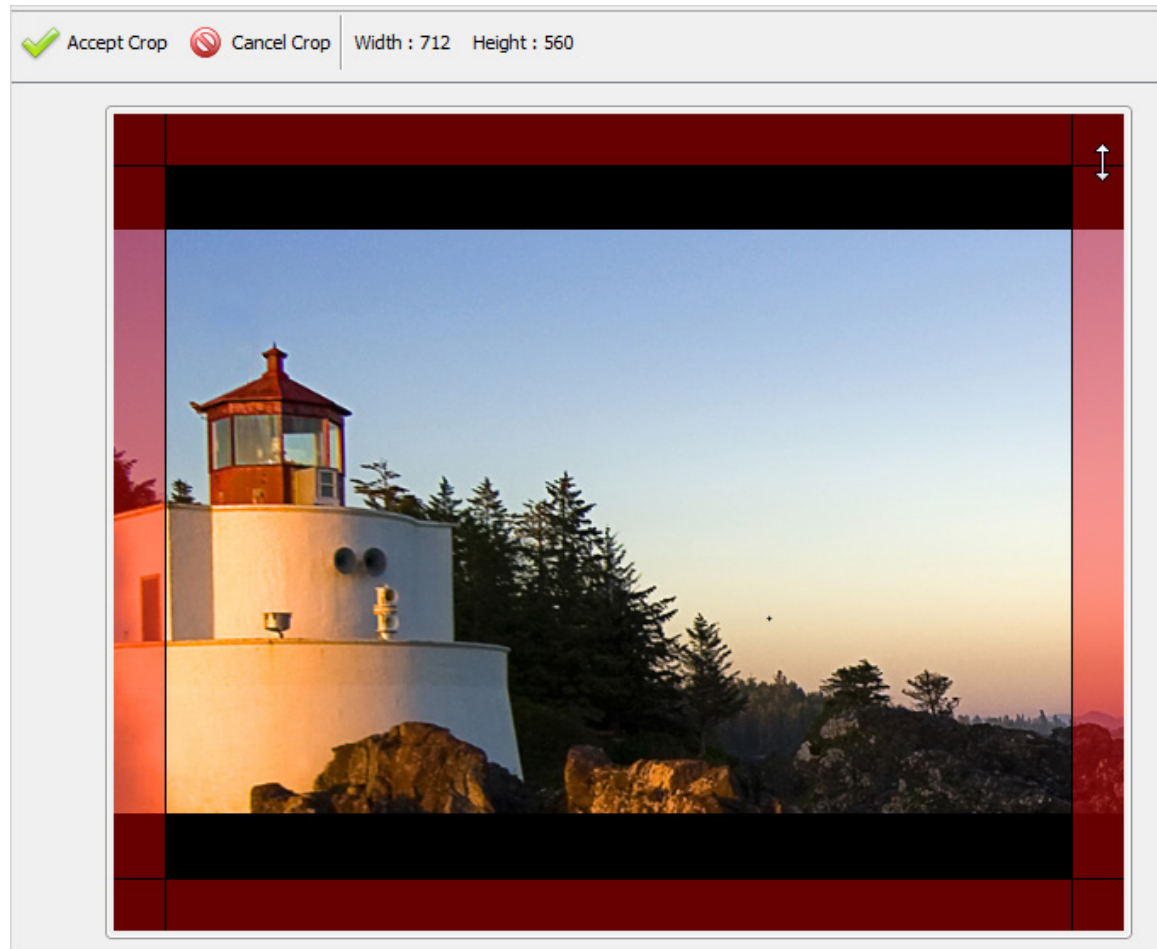
- ii. **Align Slide:** Maintains the current size of the slide’s background image and aligns it on the new slide based on the alignment selection. Normally used when the new project (slide) size is larger than the original project dimensions. After selecting this option, select an alignment option from the alignment menu.

3. Click **OK** to resize the project.

Note: If a “Warning” dialog displays after clicking “OK”, read the information in it and click “OK” to close the dialog. Then, back in the “Resize Project” dialog, edit the selections as instructed by the warning and click “OK” to resize the project.

Crop Project

ViewletQuiz5 Professional offers you the ability to crop the dimensions of your project's slide size. An alternative to the "Resize Project" feature, the "Crop Project" feature will crop the project's slide without the need for scaling the background image. Let take a look at how this works.



CROPPING THE SLIDE

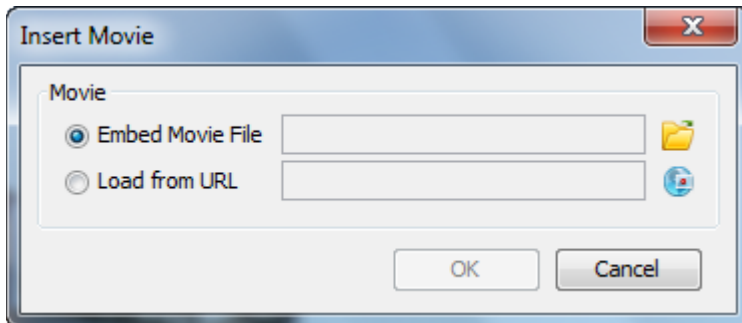
Note: The "Crop Project" operation cannot be undone, so make sure you create a backup copy of your project BEFORE you crop the original project's slide size.

1. Select **Project > Crop Project** from the menu bar.
2. A *Crop Project* warning dialog displays. Read the information in the dialog and click **Yes** to continue with the cropping task.
3. In the "Slide Edit" area, four "shaded" sections surround the current slide. The area in the shaded portions of the slide will be "cropped" out and the areas of the slide that are NOT shaded will not be cropped.
4. To resize the "crop area", point your cursor on one of the lines separating the shaded area and the unshaded slide area.

5. When your cursor changes to a “double arrow” shape, hold down the left mouse button and drag to resize the crop area.
6. Let go of the left mouse button when you are finished resizing one of the edges of the crop area.
7. To view the current dimensions of the new slide size as you resize the crop area, look at the top of the slide area where the “Width” and the “Height” are displayed.
8. Once you’ve resized the crop area, click the **Accept Crop** button. Depending on the size of the project, you may see a progress bar display the status of the cropping operation.

Insert Movie

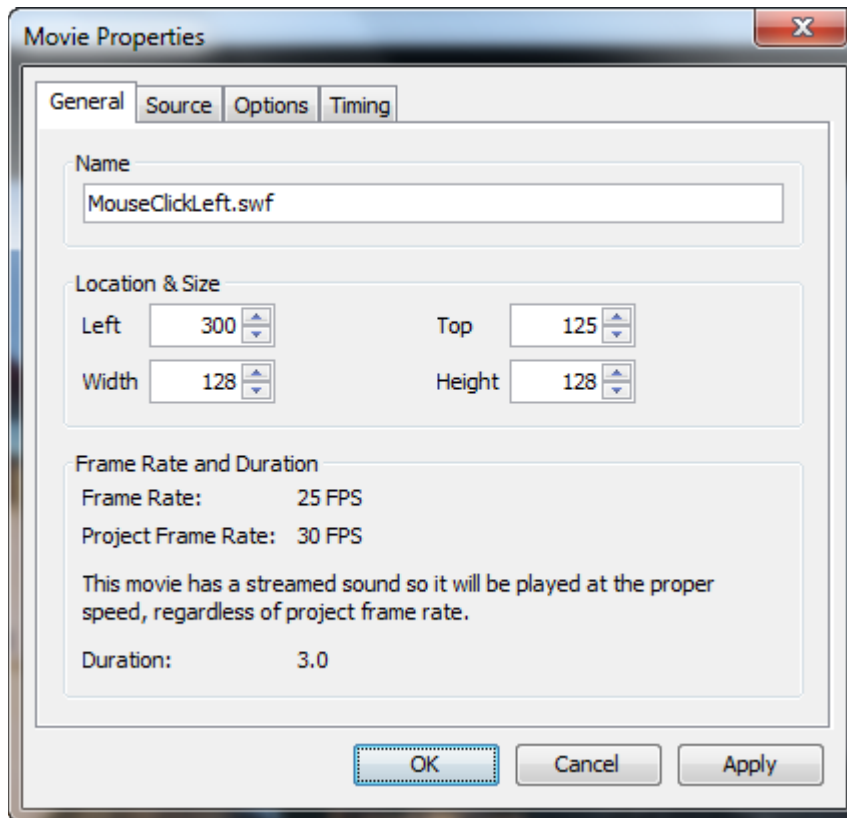
You can insert (embed) Flash files directly to slides within your project.



1. Select the slide on which you want to embed the movie file.
2. Click the **Insert Movie** button from the Objects Toolbar.
3. In the *Insert Movie* dialog:
 - a. Embed Movie File:
 - i. Click the **Load a Movie (folder)** button to locate and select a movie file (SWF or FLV).
 - ii. Click **Open** to load the file into the *Insert Movie* dialog.
 - b. Load from URL:
 - i. Click the **Load a Movie (globe)** button.
 - ii. The *URL* dialog displays. Type the URL to the movie file in the field provided
 - iii. Click **OK**.
 - c. Back in the *Insert Movie* dialog, review the information.
4. Click **OK** to embed the movie on the slide.

PROPERTIES

Once the movie file (SWF or FLV) is inserted on the slide, you can then review its properties and edit them as needed.



1. Double click the inserted movie thumbnail located on the slide.
2. The *Movie Properties* dialog displays with several tabs options.
 - a. *General Tab*
Review/edit the options in the Name and Location & Size areas. You can also review the information in the Frame Rate and Duration area for this movie.
 - b. *Source Tab*
Review information for the inserted movie file and edit as needed right from this tab.
 - c. *Options Tab*
In the *Options* tab you can opt to display a:
 - i. **Preloader**: as a waiting animation while to movie is being loaded
 - ii. **Control Bar**: for the inserted movie in supported SWF files with their own embedded FLV movies
 - d. *Timing Tab*
Review the information provided. Then, based on the suggestions and your needs, select a timing option from the list, which includes:
 - i. **Manual Timing**: Set the *Start Time* and *Duration* manually.

- ii. **Fixed Duration:** Use the inserted movie's own length of time for the duration.
- iii. **Until End of Slide:** Set the *Start Time* for the movie to play, using the movie original time for its playback length.
- iv. **Pause Viewlet While Playing:** (Recommended for most inserted movies) Set the *Start Time* for the movie to play, meanwhile, the Viewlet will be paused.
- v. **Pause Viewlet While Playing – Resume When Complete:** Set the *Start Time* for the movie to play. Like the "Pause Viewlet While Playing" the Viewlet will be paused while the movie is playing, when complete the Viewlet will resume.

Page Layout

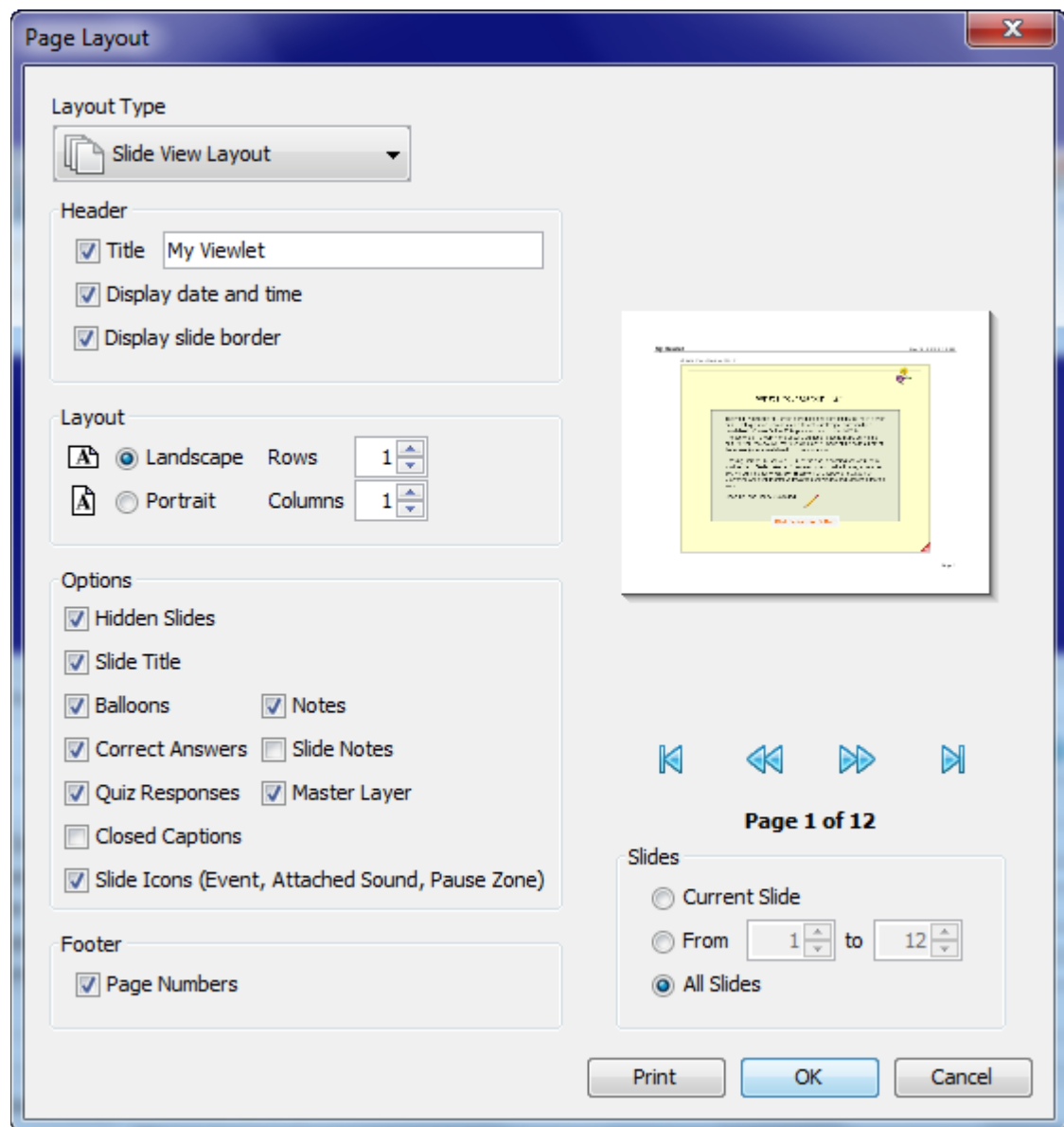
An often overlooked feature is *Page Layout*. This tool makes it easy for you to determine what your electronic and hardcopy (printed) materials will look like. And, it makes it an ideal tool for creating handouts, assessment, tests and more!).

Note: Several publishing targets allow you access to page layout options directly from the Publishing dialog.

1. Select **File > Page Layout** from the menu bar.
2. The *Page Layout* dialog displays. In the *Layout Type* area, select a layout type from the list:

Slide Layout

This layout is used for setting options when printing slides as shown in the Slide Edit area while editing your project.

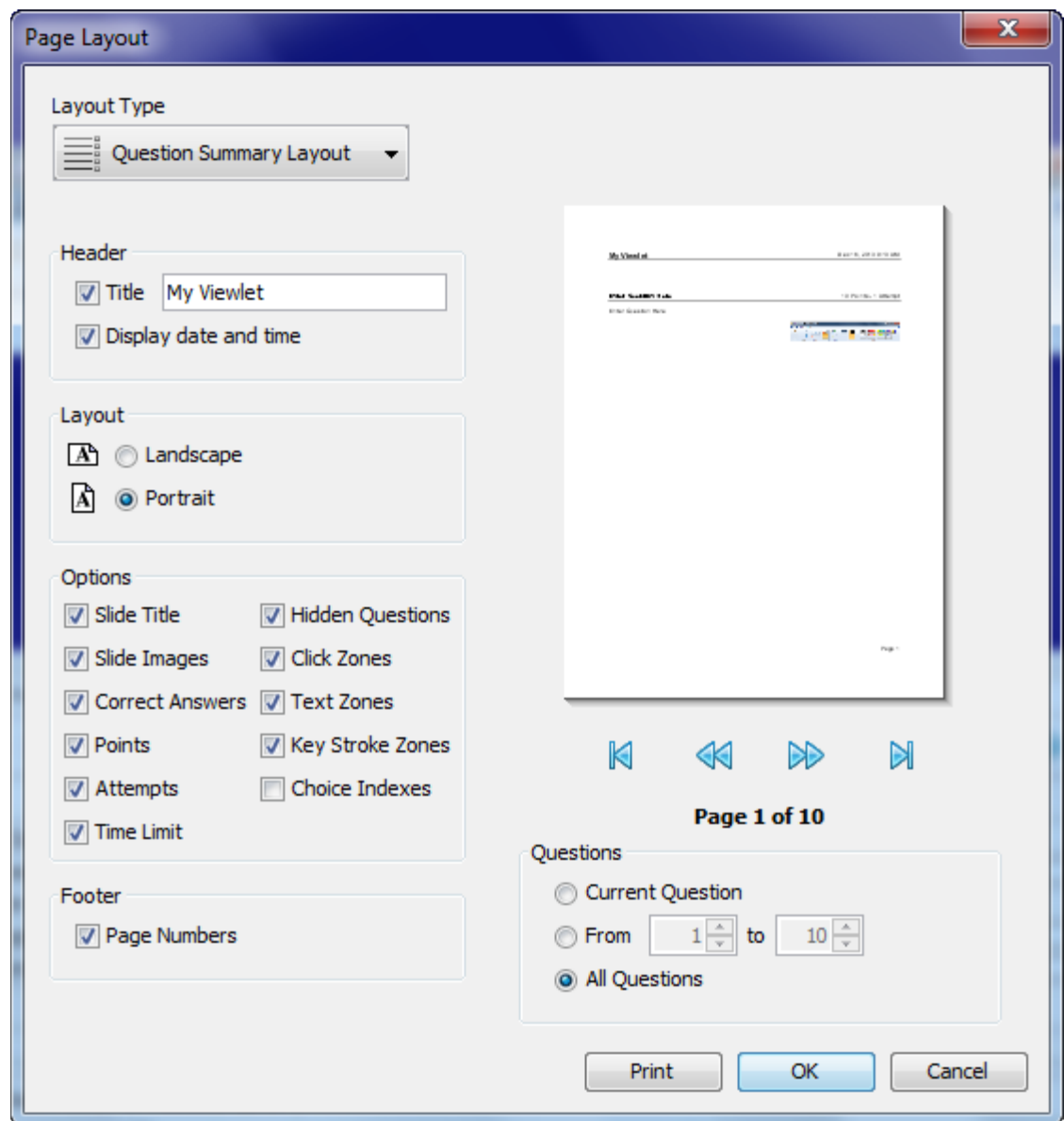


- In the *Header* area, make selections for the Title, Display date and time, and Display slide border options.
- In the *Layout* area, select an orientation (Landscape or Portrait) and the number of rows/columns needed.
- In the *Options* area, select the elements you want to include on the printed slides.
- In the *Footer* area, if you want page numbers for each printed page, select the check box next to Page Numbers.
- After you make your selections in the *Slide Layout* dialog, you can preview results using the “VCR style” buttons (First, Back, Next, Last) to navigate through the slides in the preview area.
- In the *Slides* area, select which slides to print.

- i. **Current Slide:** Select this option to print the slide selected prior to opening the Page Layout dialog.
- ii. **From:** Select this option and enter the number of the first slide to the last slide (in the fields provided) for the “series” of slide you want to print.
- iii. **All Slides:** Select this option to print all the slides in the project.

Question Summary Layout

This layout is used to create hard copy printouts such as handouts and also self-assessments, tests and answer keys for projects containing question elements.

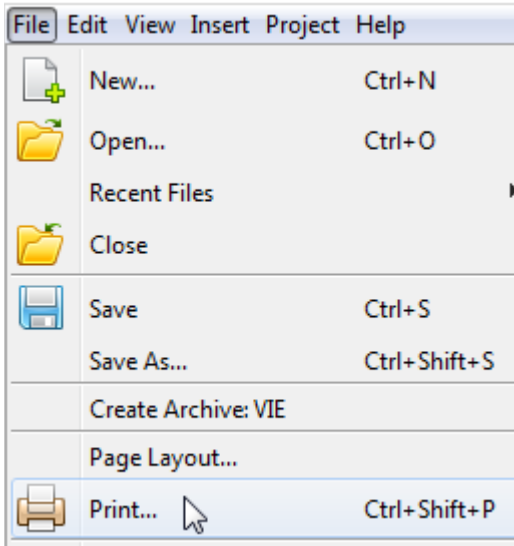


- a. In the *Header* area, make selections for the Title and Display date and time.

- b. In the *Layout* area, select either Landscape or Portrait for the orientation.
 - c. In the *Options* area, select the elements you want to include on the printed slides.
 - d. In the *Footer* area, if you want page numbers on the printouts, select the check box next to the **Page Numbers** option.
 - e. After you make your selections in the *Question Summary Layout* dialog, you can preview results using the “VCR style” buttons (First, Back, Next, Last) to navigate through the slides in the preview area.
 - f. In the *Questions* area, select which slides to print.
 - i. **Current Question:** Select this option to print the current question slide selected prior to opening the *Page Layout* dialog.
 - ii. **From:** Select this option and enter the number of the first question slide to the last question slide (in the fields provided) for the “series” of question slides you want to print.
 - iii. **All Questions:** Select this option to print all the question slides in the project.
3. Once all the selections are made in the *Page Layout* dialog, select:
- a. **Print:** to open your system’s *Print* dialog to continue with the print operation.
 - b. **OK:** to save the selections you’ve made as the default page layout options for the project.
 - c. **Cancel:** to close the *Page Layout* dialog without saving any changes.

Printing

There may be times you want to print your slides for users to view or as reference materials. When applicable, you will be able to customize Page Layout options for specific publishing targets.



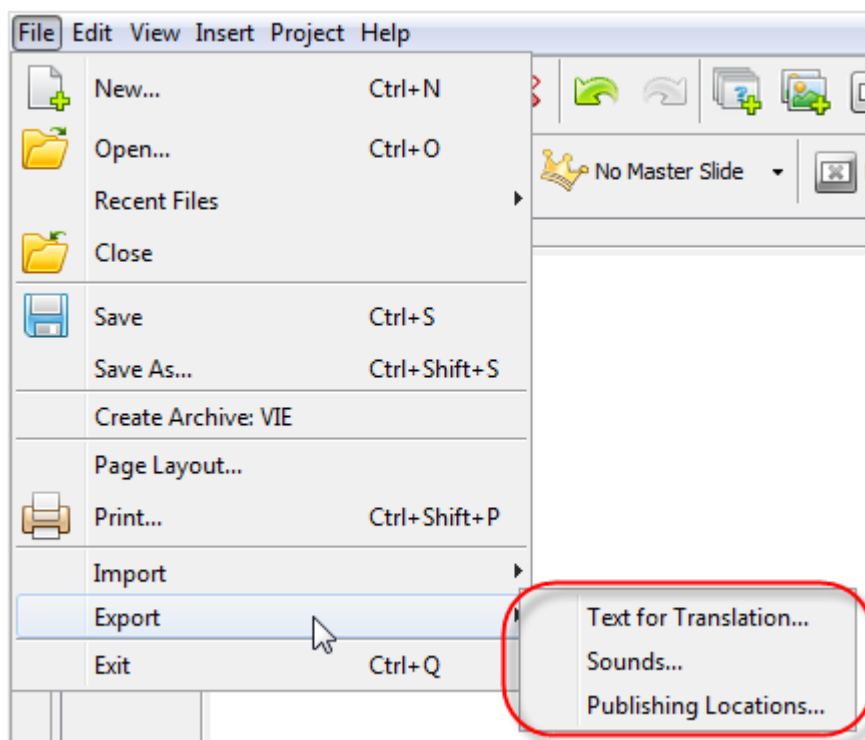
To **PRINT** a hardcopy of your slides:

1. Select **File > Print** from the menu bar.
2. The *Print* dialog displays. Select the options in this dialog for your print job as desired. (The options available in the *Print* dialog will vary.)
3. Click the **Print** button to print the selected slides.

Export and Import Options

ViewletQuiz5 Professional offers various export and import options.

EXPORT OPTIONS



Text for Translation

To export the project's text for translation or other copywriting purposes:

1. Select **File > Export > Text for Translation** from the Menu bar.
2. In the *Export Text* dialog, select a location to save the file, which will be saved in "XML" format.
3. Enter a name for the file and click **Save**.
4. If an *Information* dialog displays, click **OK**.

Sound

To export sounds from your project:

1. Optional: Create a folder outside of ViewletQuiz5 Professional to save the exported sound file in.
2. Select **File > Export > Sounds** from the menu bar.
3. In the *Export Sounds* dialog, select what slides you want to export audio from.
4. Click **Export**. The sound files will be saved in the designated folder with the same file names and as the same files types as they exist in your project.

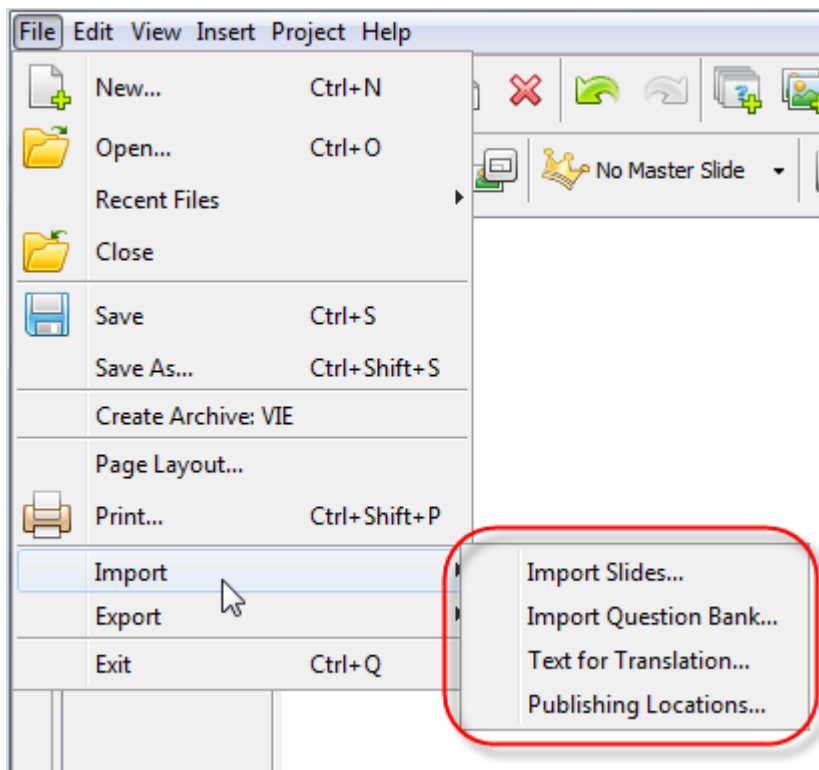
Publishing Locations

In order to resolve possible conflicts that might occur when publishing the same project from different computers, ViewletQuiz5 Professional offers the ability to create a file (publish.dat) to list the publishing locations available for the project. This file can be “transported” with the source file when publishing from different computers.

To create a publishing locations data file:

1. Select **File > Export > Publishing Locations** from the menu bar.
2. In the *Save File In* dialog, select a folder to save the “publish.dat” file in.
3. Click **Save**.
4. An *Information* dialog displays. Read the information in it and click **OK**.

IMPORT OPTIONS



Slides

To import slides from another project:

1. Select a thumbnail as an insertion point for imported slides. Imported slides will be inserted after the selected slide.
2. Select **File > Import > Import Slides** from the menu bar.
3. In the *Import Slides* dialog, click **Browse**. Locate and select a QVP file to load into the preview dialog.

4. Select the slide or slides to import.
5. If the slides you select to import are a different size, the *Slide Alignment* dialog displays requiring you to make some additional selections:
 - a. In the *New Size* area, select:
 - i. **Project Size:** This option will resize the imported slides to match the size of the current project.
 - ii. **Imported Slide Size:** This option will resize the current project to match the size of the imported slides.
 - b. In the *Imported Slides Alignment* area, if you selected the **Imported Slide Size** option in the *New Size* area, select an alignment option for the imported slides:
 - c. **Scale to Fit:** This option will scale the imported slides to “best fit” the current project’s slide size and center the image on the slides.

Additionally, to **Scale** a slide object, select the check box next to:

- Shapes
- Click Areas
- Images
- Movies

Each of the selected slide objects will be scaled to fit in proportion to the new slide size.

- d. **Align Slide:** This option will retain the original size of the imported slides, but will align the image on the slide based on your alignment selection.
6. Click **OK** and the slides will be imported into the current project.

To import a Question Bank:

1. Select **File > Import > Import Question Bank** from the menu bar.
2. In the *Import Question Bank* dialog:
 - a. **Browse** to select the desired project to open it in the dialog.
 - b. Select the desired Question Bank from the list.
 - c. Select the slides you want to import.
 - d. In the *Import To* area, select where to import the slides:
 - i. **Main Timeline:** Selected slides will be inserted on the project’s Main Timeline.
 - ii. **Existing Question Bank:** Selected slides will be inserted into a selected (existing) Question Bank within the project.
 - iii. **New Question Bank:** A new Question Bank with selected slides will be inserted into the existing project.
 - e. Click **OK**.

Text for Translation

To import text for translation:

3. Select **File > Import > Text for Translation** from the menu bar.
4. The *Import Text* dialog displays. Locate the text translation XML file. This is the file previously created from this Viewlet when using the “Export > Text for Translation” option.
5. Click **Open**.
6. If an *Information* dialog displays, click **OK**.

Publishing Locations

In order to resolve possible conflicts that might occur when publishing the same project from different computers, ViewletQuiz5 Professional offers the ability to create a file (*publish.dat*) to list the publishing locations available for the project. This file can be “transported” with the source file when publishing from different computers.

To publish a project from a different computer using the *publish.dat* file:

1. Select **File > Import > Publishing Locations** from the menu bar.
2. The *Import Publishing Locations* dialog displays. Click the **Browse** button.
3. Locate the **publish.dat** file previously created when working on your project on the original computer used to publish it.
4. Click **Open**.
5. Back in the *Import Publishing Locations* dialog, a list of available publishing locations display. Select the publishing location to use to publish the project by clicking the check box next to the desired location.
6. Click **OK** to import the selected publishing locations in ViewletQuiz5 Professional to use for the current project.

Project Properties

The *Project Properties* dialog is where you configure all the options that will be used for your published Viewlet. These selections may be modified on a project-by-project basis. The *Project Properties* dialog contains the following sections:

- Viewlet Profile
- Image Quality
- Sound Quality
- Viewlet Sounds
- Timing
- Viewlet Options
- Question Options
- Language
- ViewletSkin
- HTML Frame
- Javascript

To **ACCESS** the *Project Properties* dialog:

1. Select *Project > Project Properties* from the Menu bar.
2. The *Project Properties* dialog displays. Configure pre-publishing options in each section as needed.

To set **DEFAULT PROPERTIES** for your project:

1. Select *Project > Project Properties* from the Menu bar.
2. In the *Project Properties* dialog, make your pre-publishing selections in each section as needed.
3. Click the **Save As Default Properties** button to save these settings as the default options for this and new projects.

To set **SAVE** options selected in *Project Properties*:

1. Select *Project > Project Properties* from the Menu bar.
2. In the *Project Properties* dialog, make your pre-publishing selections in each section as needed.
3. Click **OK** to save the selections and exit the dialog.

VIEWLET PROFILE

Information entered in this section of the *Project Properties* dialog is embedded into the Viewlet.

1. In the *Project Properties* dialog, select **Viewlet Profile**.

2. The profile section is organized into three tabs: Viewlet, Author and Company. Select a tab and complete the information in each:

- a. *Viewlet* tab:

The screenshot shows the 'Project Properties' dialog box with the 'Viewlet' tab selected. The dialog is titled 'Project Properties' and has a close button (X) in the top right corner. On the left side, there is a vertical list of categories: Viewlet Profile (selected), Image Quality, Sound Quality, Viewlet Sounds, Timing, Viewlet Options, Question Options, Language, ViewletSkin, HTML Frame, and JavaScript. The main area of the dialog is titled 'Please provide the following information to be embedded into the Viewlet.' and contains three tabs: 'Viewlet' (circled in red), 'Author', and 'Company'. Below the tabs are three input fields: 'Title:' (empty), 'Description:' (empty), and 'Keywords:' (containing 'qarbon,viewlet,viewletbuilder'). At the bottom of the dialog are three buttons: 'Save As Default Properties', 'OK', and 'Cancel'.

- i. Title: Enter a title for the demo to display in the browser's title bar area.
- ii. Description: Enter a description of the demo to display in the information window.
- iii. Keywords: Enter keywords or phrases (separated by commas) that can be used for searches.

b. Author tab:

The screenshot shows the 'Project Properties' dialog box with the 'Author' tab selected. The dialog has a sidebar on the left with various settings categories. The main area contains a form for author information. The 'Author' tab is circled in red. The form includes fields for Name, Email, and Comments, and a Photo section with a preview area and a 'Load Author Photo' button. The Name field contains 'ViewletDesign Team'. The Photo section shows a red 'X' icon and the dimensions '128 x 128'. At the bottom, there are buttons for 'Save As Default Properties', 'OK', and 'Cancel'.

Project Properties

Please provide the following information to be embedded into the Viewlet.

Viewlet **Author** Company

Name: ViewletDesign Team

Email:

Comments:

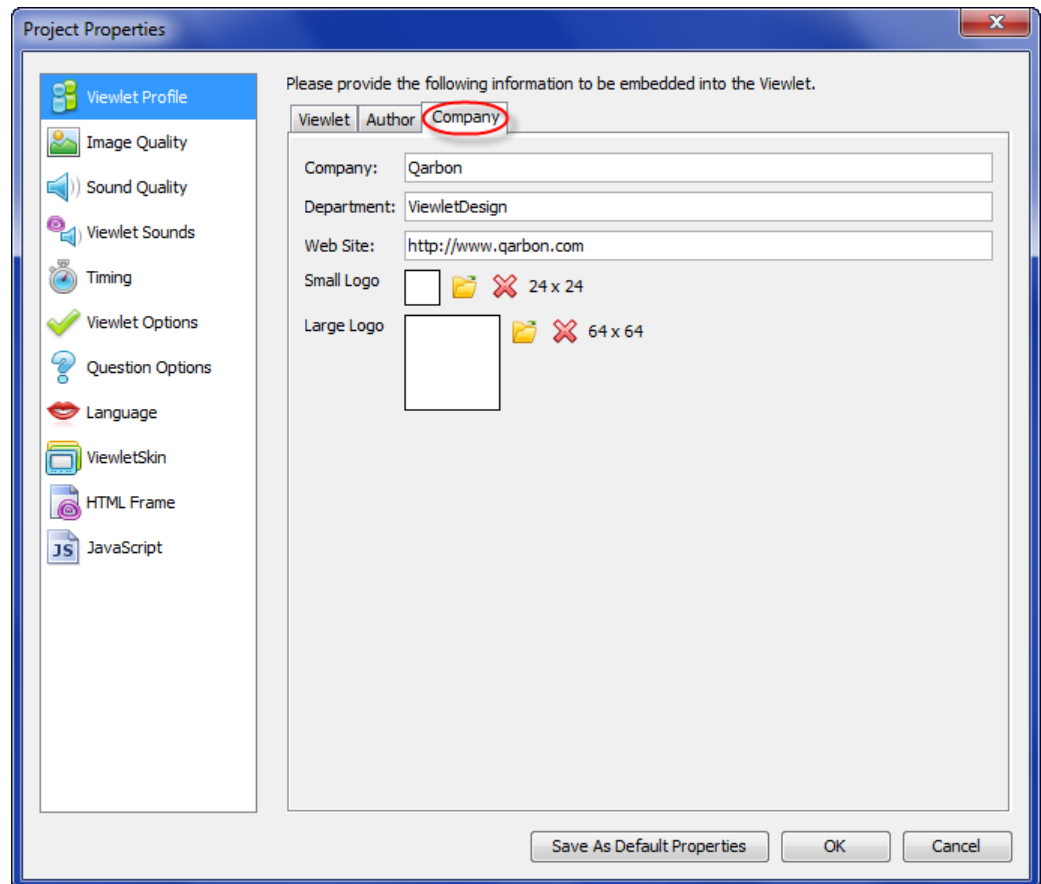
Photo

128 x 128

Save As Default Properties OK Cancel

- i. Name: Enter in the author's name.
- ii. Email: Enter in the author's email address.
- iii. Comments: Enter in any additional author comments for the project.
- iv. Photo: Load a picture of the author (128 x 128):
 1. Click the **Load Author Photo** button.
 2. Locate, select and **Open** the image to load it in the preview area.
 3. To delete / remove the author's photo, click the **Remove Author Photo** button.

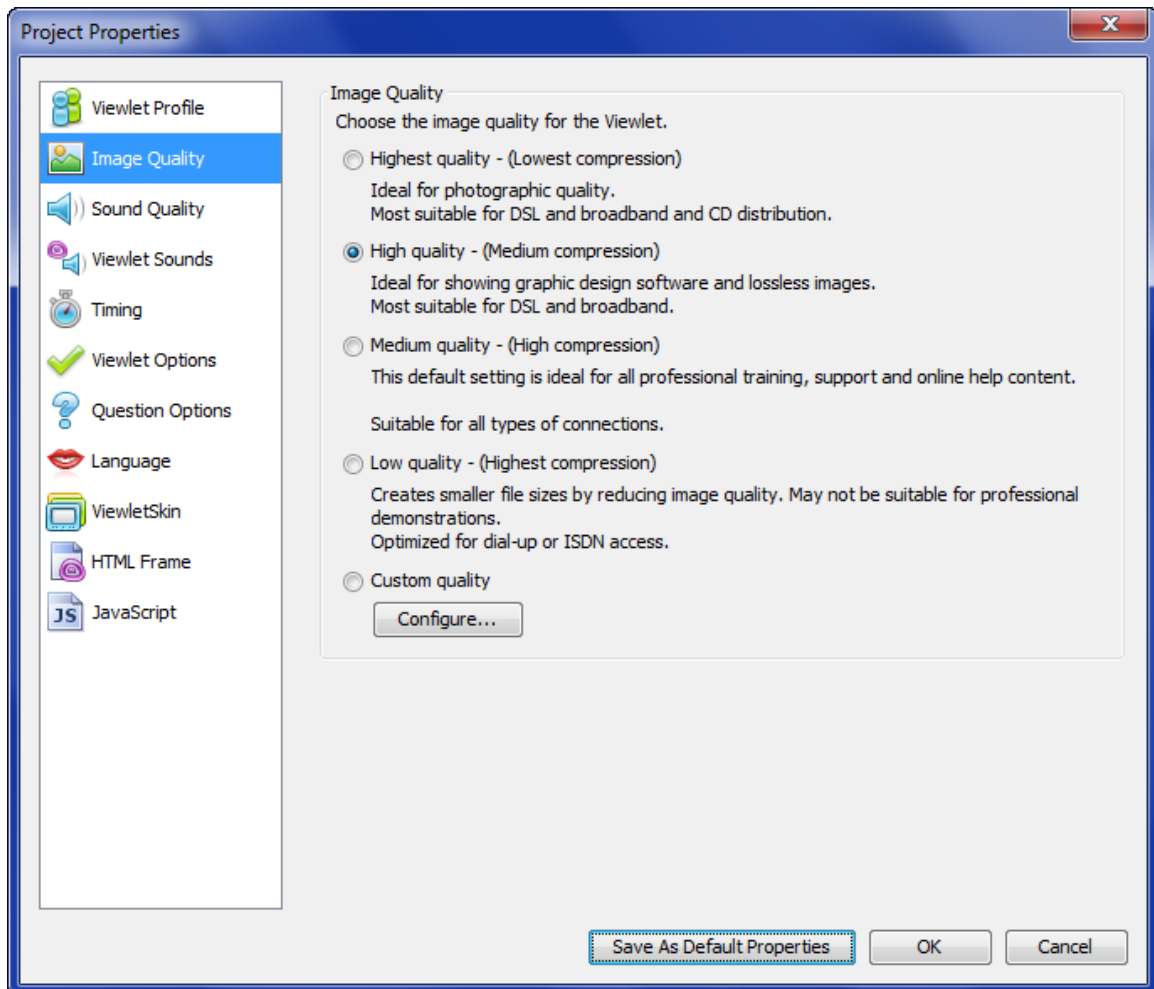
c. Company tab:



- i. Company: Enter the company name.
- ii. Department: Enter the department name.
- iii. Small Logo: Load a small logo image (24 x 24). (This replaces the Qarbon logo on the ViewletSkin).
 1. Click the **Load Small Logo** button.
 2. Locate, select and **Open** the image to load it in the preview area.
 3. To delete / remove the small logo image, click the **Remove Small Logo** button.
- iv. Large Logo: Load a large logo image (64 x 64). This replaces the Qarbon logo in the *Information* window.
 1. Click the **Load Large Logo** button.
 2. Locate, select and **Open** the image to load it in the preview area.
 3. To delete / remove the small logo image, click the **Remove Large Logo** button.

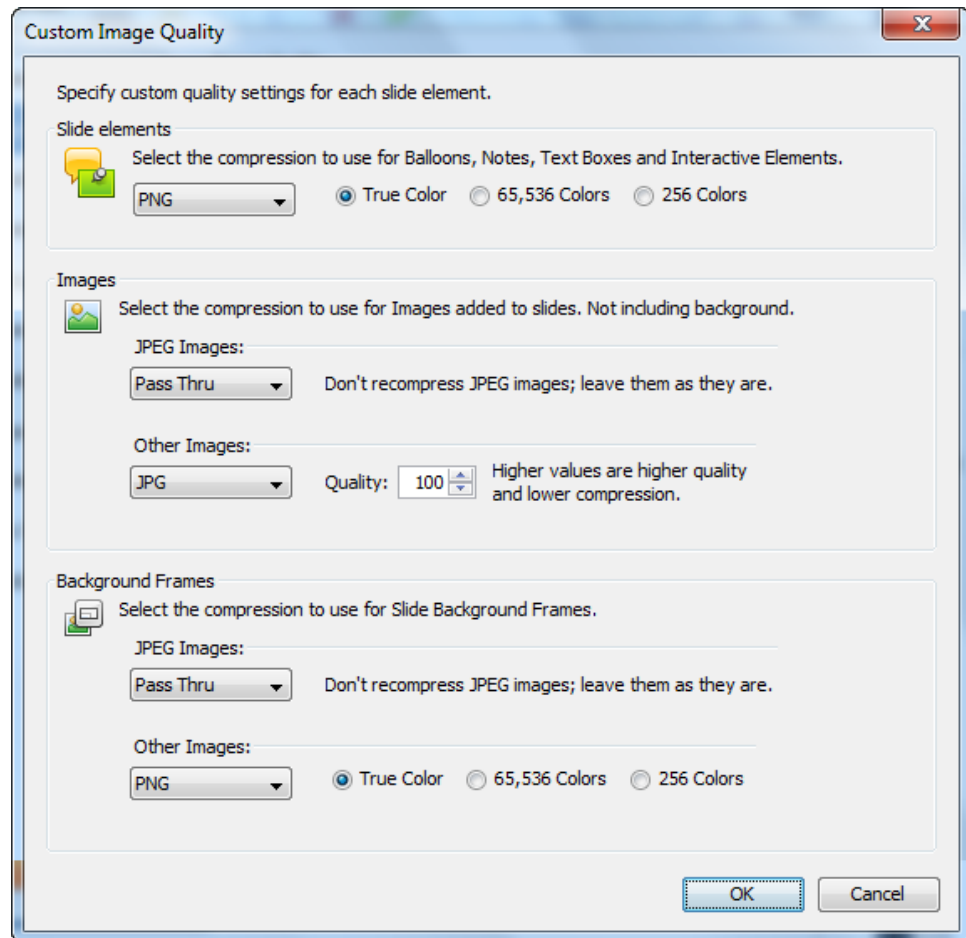
IMAGE QUALITY

This section of the *Project Properties* dialog determines the image compression quality used for the published project.



1. In the *Project Properties* dialog, select **Image Quality**.
2. In the *Image Quality* area, select a compression level:
 - a. Highest quality (lowest compression)
 - b. High quality (medium compression)
 - c. Medium quality (high compression)
 - d. Low quality (highest compression)

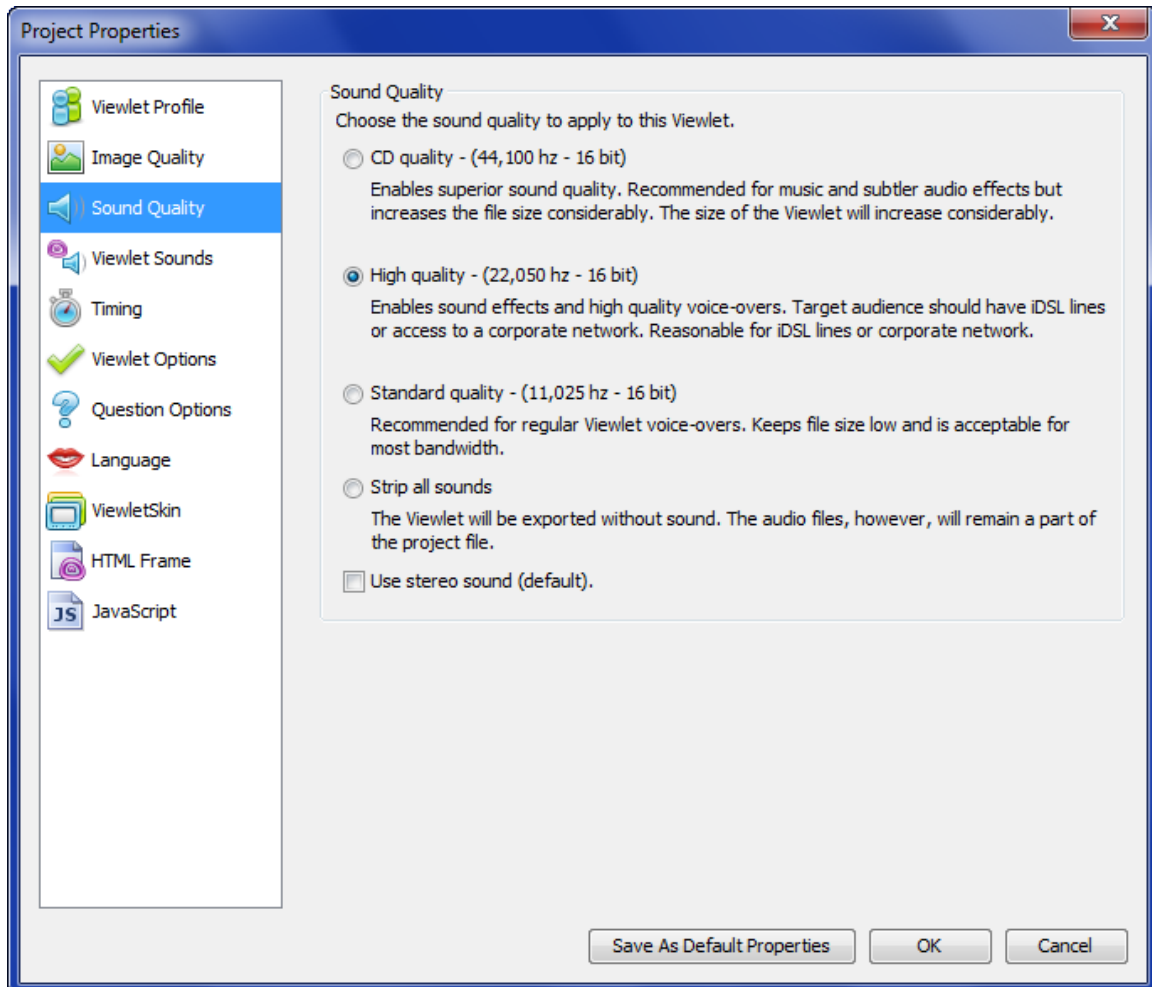
e. Custom quality:



- i. Click the **Configure** button. The *Custom Image Quality* dialog displays.
- ii. In the *Custom Image Quality* dialog, select options in the following areas:
 1. *Slide elements*: Select the compression option to use for slide elements from the list.
 2. *Images*: Select compression options for inserted images (not background frames).
 3. *Background Frames*: Select compression options for the slides background frames.
 4. Click **OK** to save custom settings and to exit the *Custom Image Quality* dialog.

SOUND QUALITY

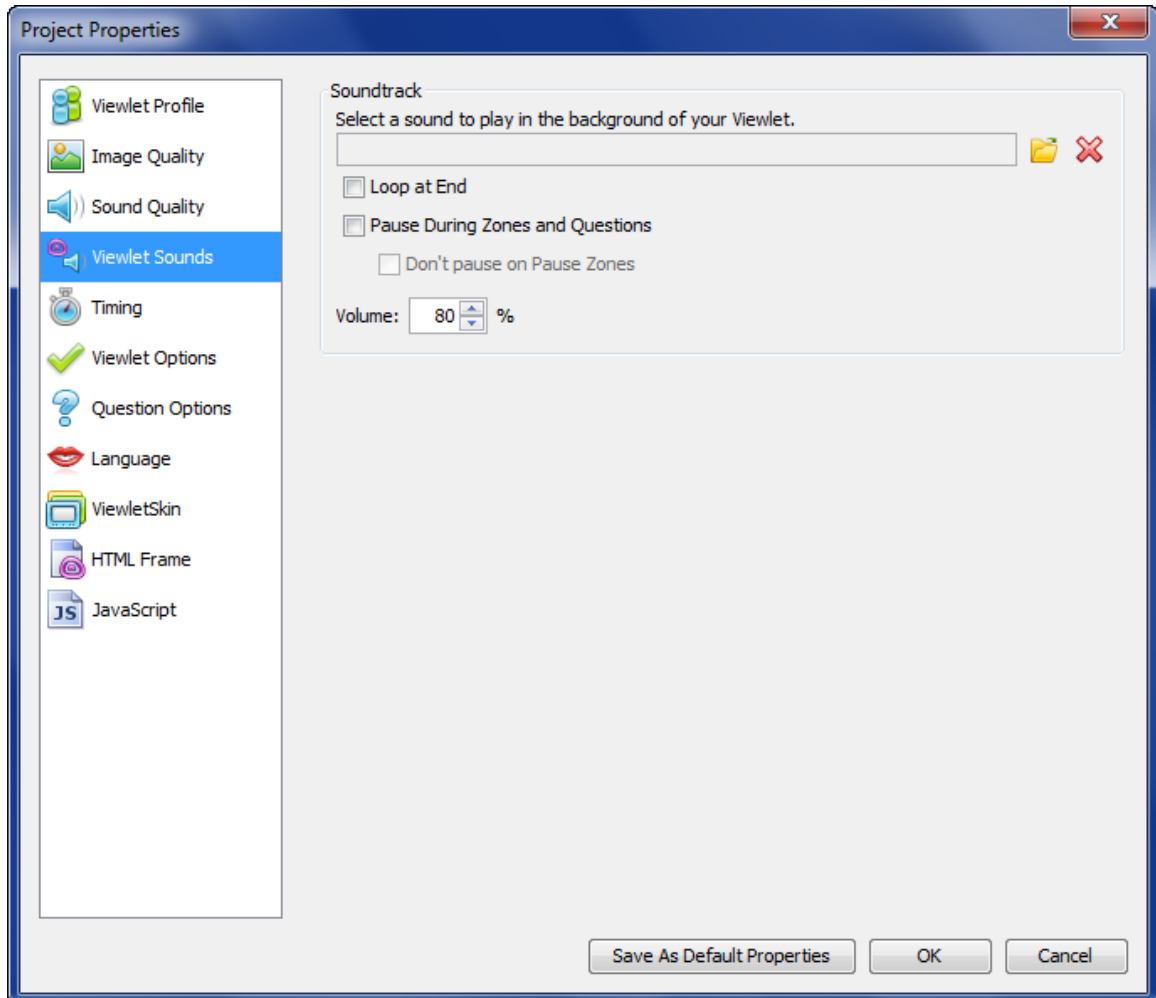
The *Sound Quality* section of the *Project Properties* dialog offers sound quality options for the published Viewlet. Any selections made in this section will NOT impact the source project file ONLY the published file.



1. In the *Project Properties* dialog, select **Sound Quality**.
2. In the *Sound Quality* area, choose the sound quality to apply to the published Viewlet:
 - a. CD quality (44,100 hz – 16 bit)
 - b. High quality (22,050 hz – 16 bit)
 - c. Standard quality (11,025 hz – 16 bit)
 - d. Strip all sounds
3. If you do NOT strip all sounds, you can select the **Use stereo sound (default)** option for the published sound.

VIEWLET SOUNDS

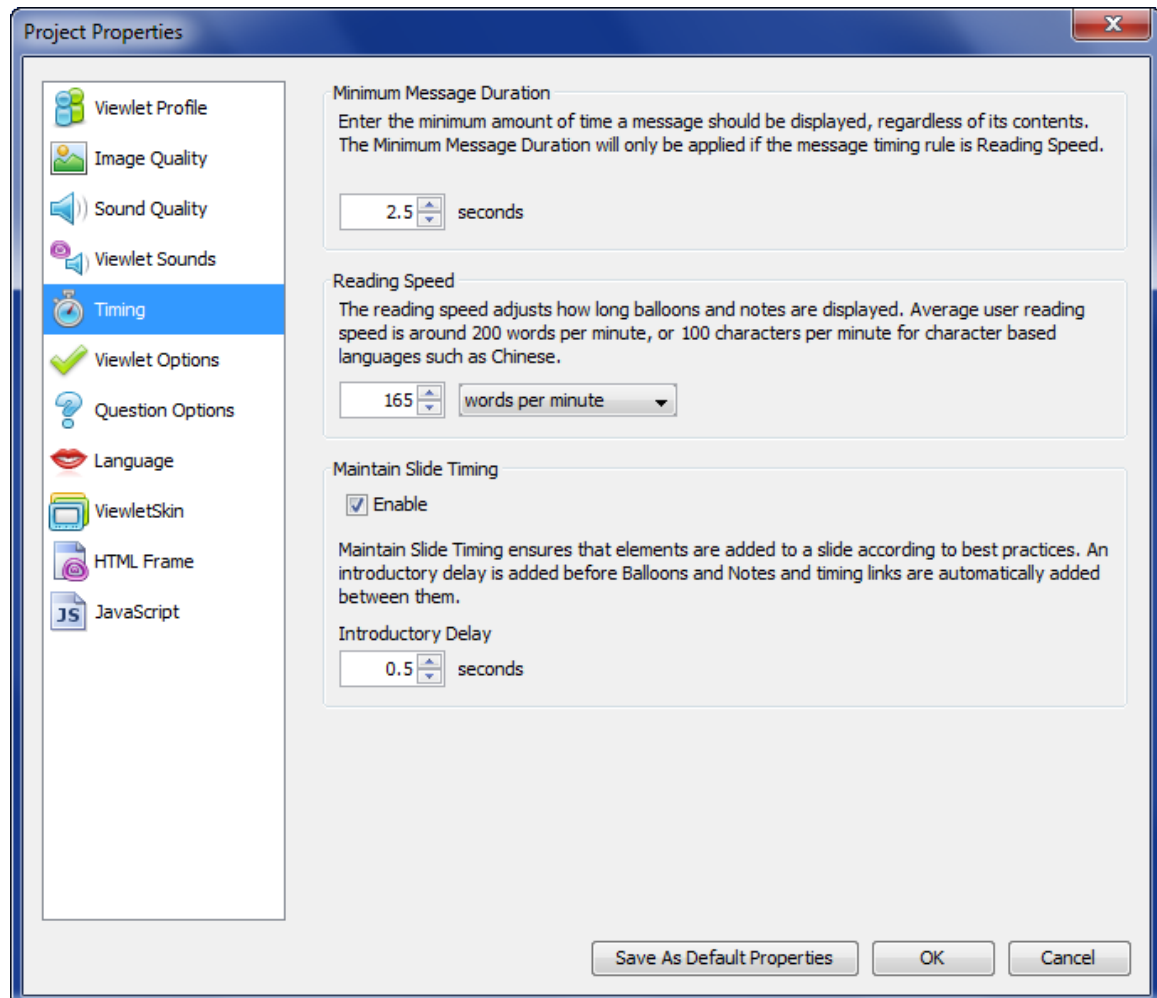
Additional sound elements made be selected for your file in the *Viewlet Sounds* section of the *Project Properties* dialog.



1. In the *Project Properties* dialog, select **Viewlet Sounds**.
2. In the *Soundtrack* area:
 - a. Click the **Load Sound** button to locate, select and **Open** a sound file to use for the background soundtrack. (You can remove a soundtrack by clicking the **Delete Sound** button.
 - b. Select the **Loop at End** option to loop the soundtrack file.
 - c. Select the **Pause During Zones and Questions** to pause the soundtrack playback on question slides.
 - i. Select the **Don't pause on Pause Zones** for slides containing just interactive pause zones so the soundtrack continues on these slides.
 - d. Enter a number for the playback **Volume** percentage level.

TIMING

The *Timing* section of *Project Properties* offers selections for minimum message duration, reading /cursor speed and slide timing.

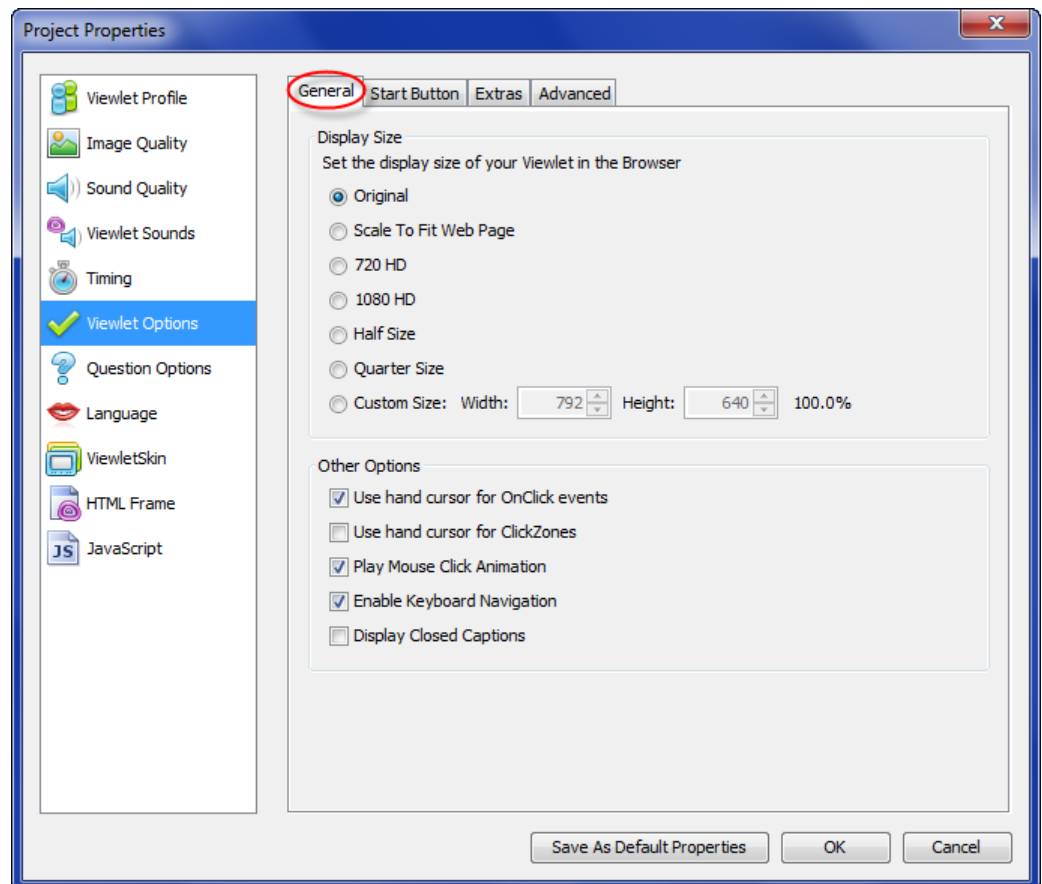


1. In the *Project Properties* dialog, select **Timing**.
2. In the *Minimum Message Duration* area, set a number (in seconds) for the minimum time a balloon or note will display.
3. In the *Reading Speed* area, enter a number for **words per minute** or **characters per minute** (select one of these options from the list) for calculating the reading speed.
4. In the *Maintain Slide Timing* area:
 - a. Select the **Enable** option to enable slide timing elements.
 - b. If enabled, enter a number (in seconds) for the initial note's or balloon's introductory delay.

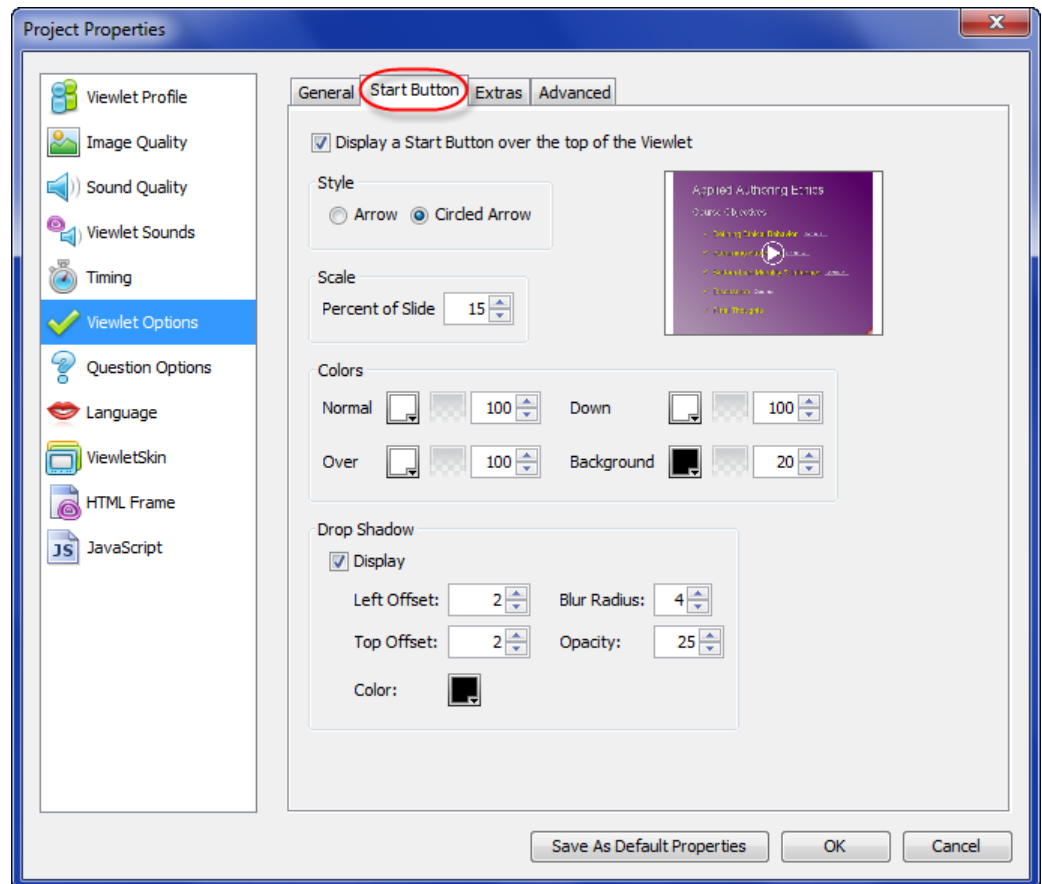
VIEWLET OPTIONS

This section of *Project Properties* lets you configure settings for how the Viewlet will initially display on playback, cursor shapes for different events, start button, preloader, animated extras, and various advanced options.

1. In the *Project Properties* dialog, select **Viewlet Options**.
2. Select one of the various tabs available for configuring additional options for the published Viewlet:
 - a. *General* tab:



- i. In the *Display Size* area, set the initial display size for the Viewlet.
- ii. In the *Other Options* area, select additional options as needed:
 1. Use hand for cursor for OnClick events
 2. Use hand cursor for ClickZones
 3. Play Mouse Click Animation
 4. Enable Keyboard Navigation
 5. Display Closed Captions

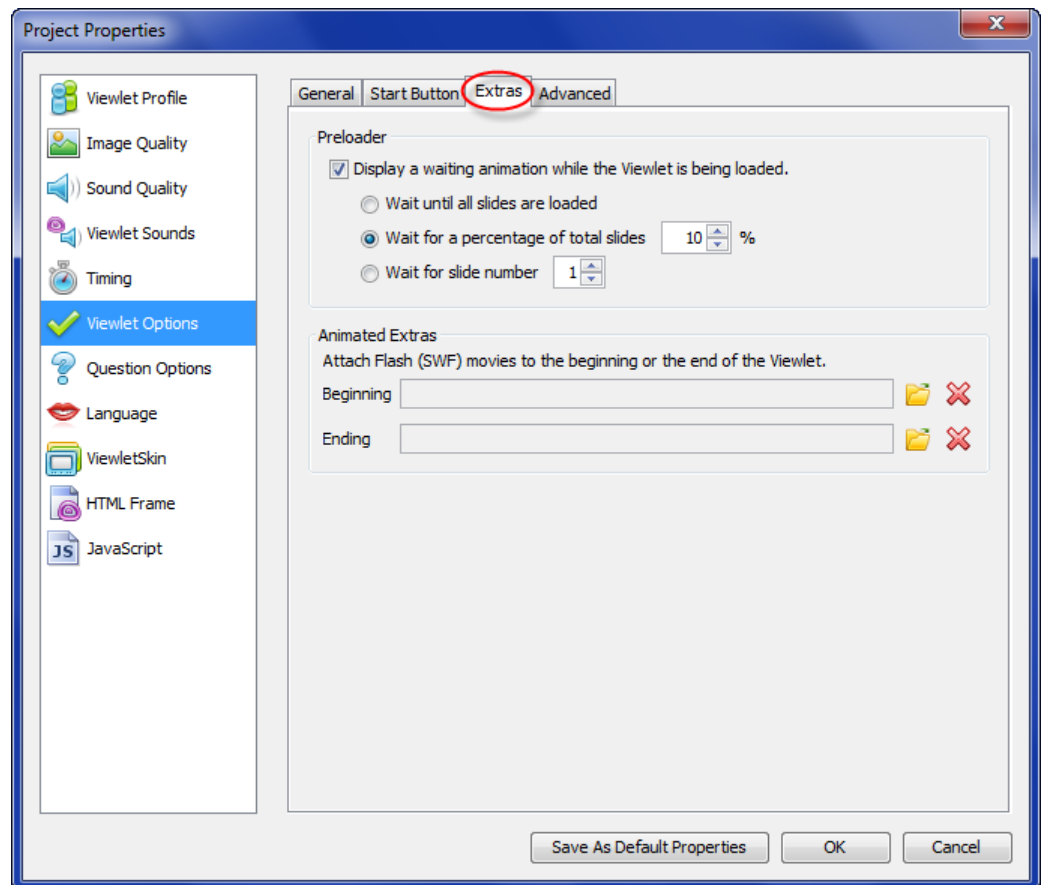
b. *Start Button* tab:

- i. Select the **Display a Start Button over the top of the Viewlet** option (if desired). If this option is not selected, you will not have access to any other options in this tab.
- ii. Preview area: As you make changes in this tab, a preview area shows what the button will look like in the published file.
- iii. In the *Style* area, select either **Arrow** or **Circled Arrow** for the button style.
- iv. In the *Scale* area, enter a number (percentage of slide) to scale the button.
- v. In the *Color* area, select a color and enter a number for the opacity level each button's state (Normal, Down, Over, Background).

vi. In the *Drop Shadow* area:

1. Select the **Display** option (if you want to apply a shadow effect to the button).
2. Enter numbers for the shadow's offsets, blur radius and opacity.
3. Click the **Shadow Color** button to choose a color for the shadow effect.

c. *Extras* tab:



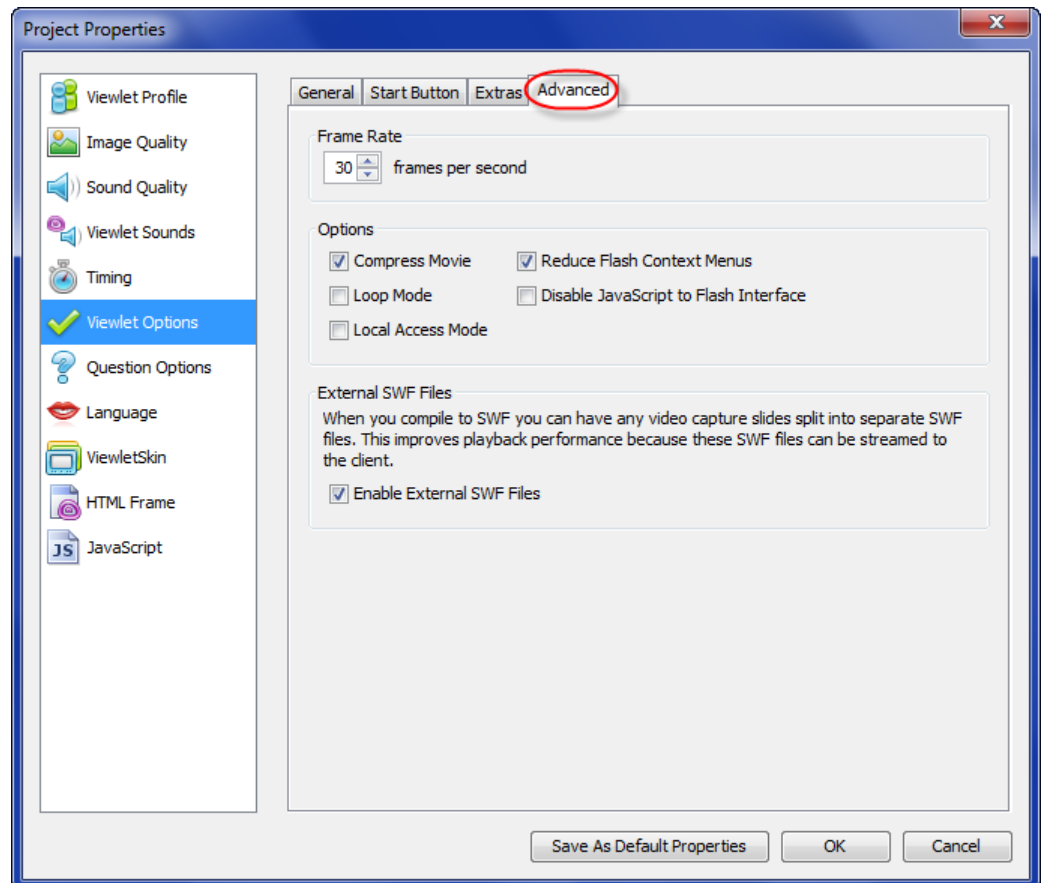
i. In the *Preloader* area:

1. Select the **Display a waiting animation while the Viewlet is being loaded** option to use the preloader feature for the published file.
2. Select an option for the preloader to 'wait' while the Viewlet is streaming.

ii. In the *Animated Extras* area:

1. Beginning: Click the folder icon to search for and locate a SWF file to load at the front end of the Viewlet.
2. Ending: Click the folder icon to search for and locate a SWF file to load at the back end of the Viewlet.

d. *Advanced* tab:

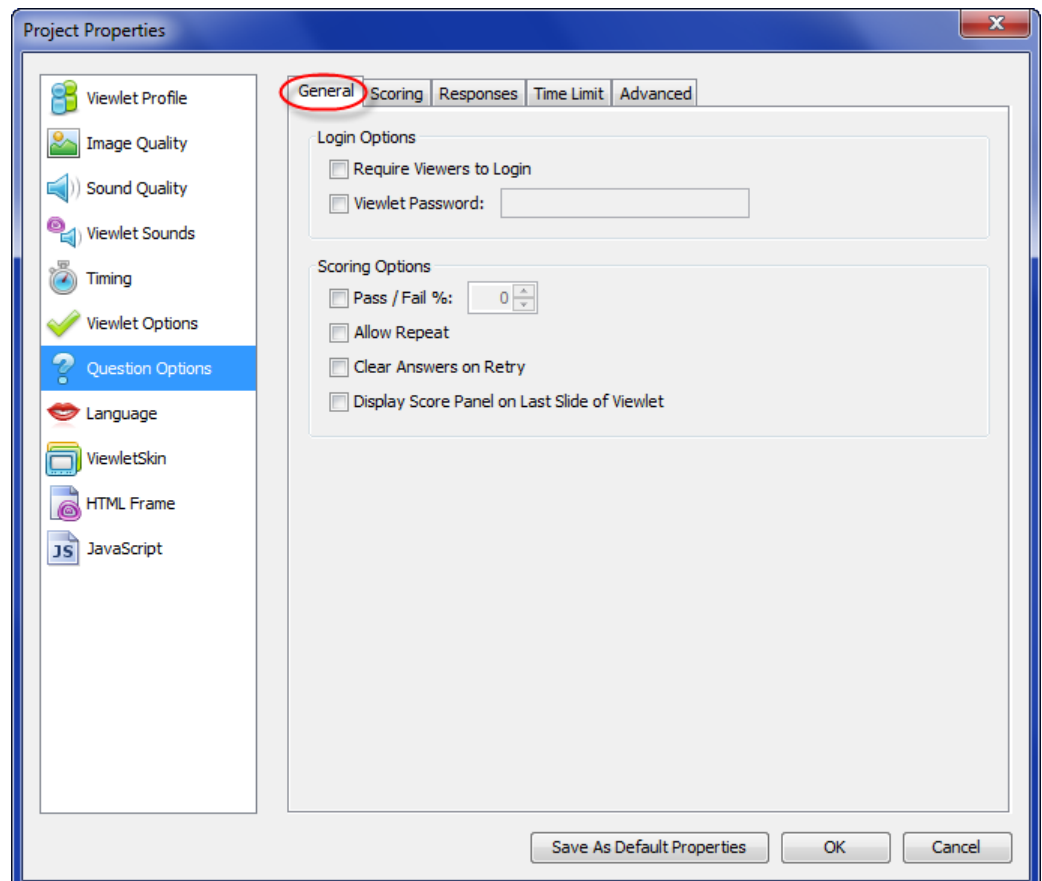


- i. In the *Frame Rate* area, enter the number of frames per second to use for the published Viewlet.
- ii. In the *Options* area select additional choices for the published file:
 1. Compress Movie
 2. Loop Mode
 3. Local Access Mode
 4. Reduce Flash Context menus
 5. Disable JavaScript to Flash Interface
- iii. In the *External SWF Files* area, select the **Enable External SWF Files** to improve playback performance.

QUESTION OPTIONS

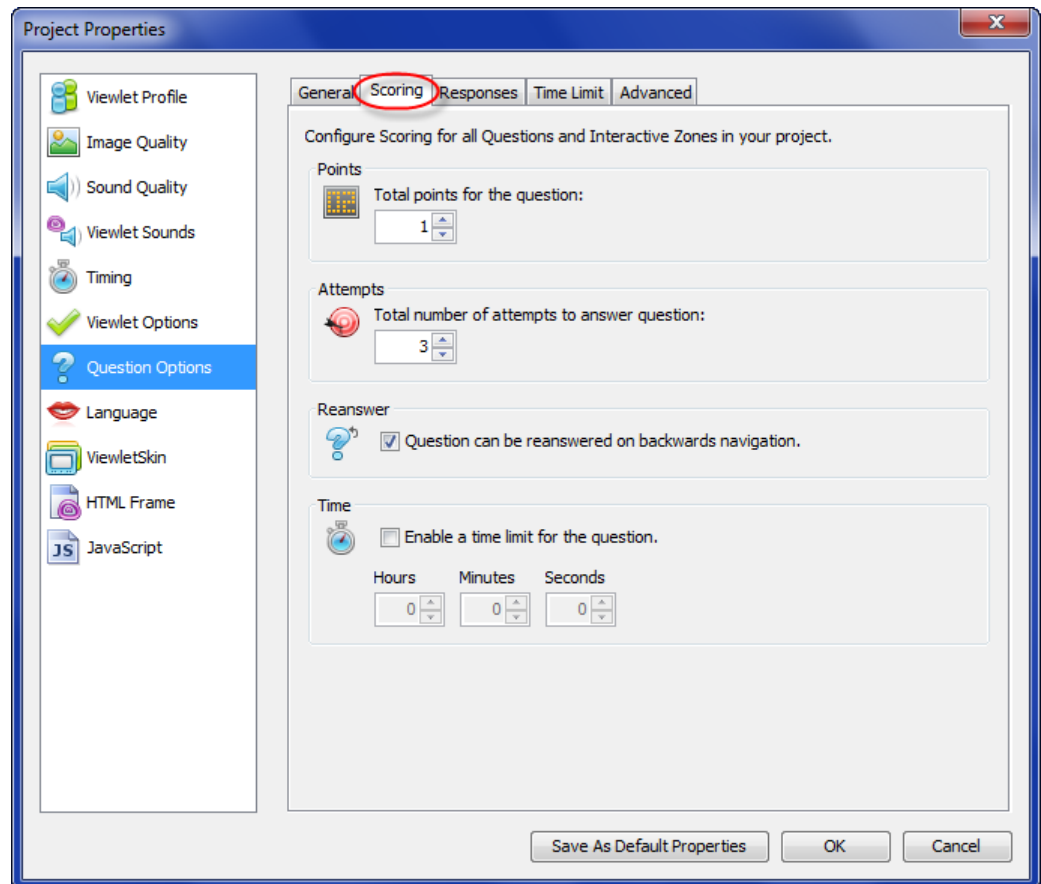
The *Question Options* section of *Project Properties* let you set up options for login, scoring, feedback, time limits and various advanced settings for the published Viewlet.

1. In the *Project Properties* dialog, select **Question Options**.
2. Select each of the various tabs for setting question slide options:
 - a. *General* tab:



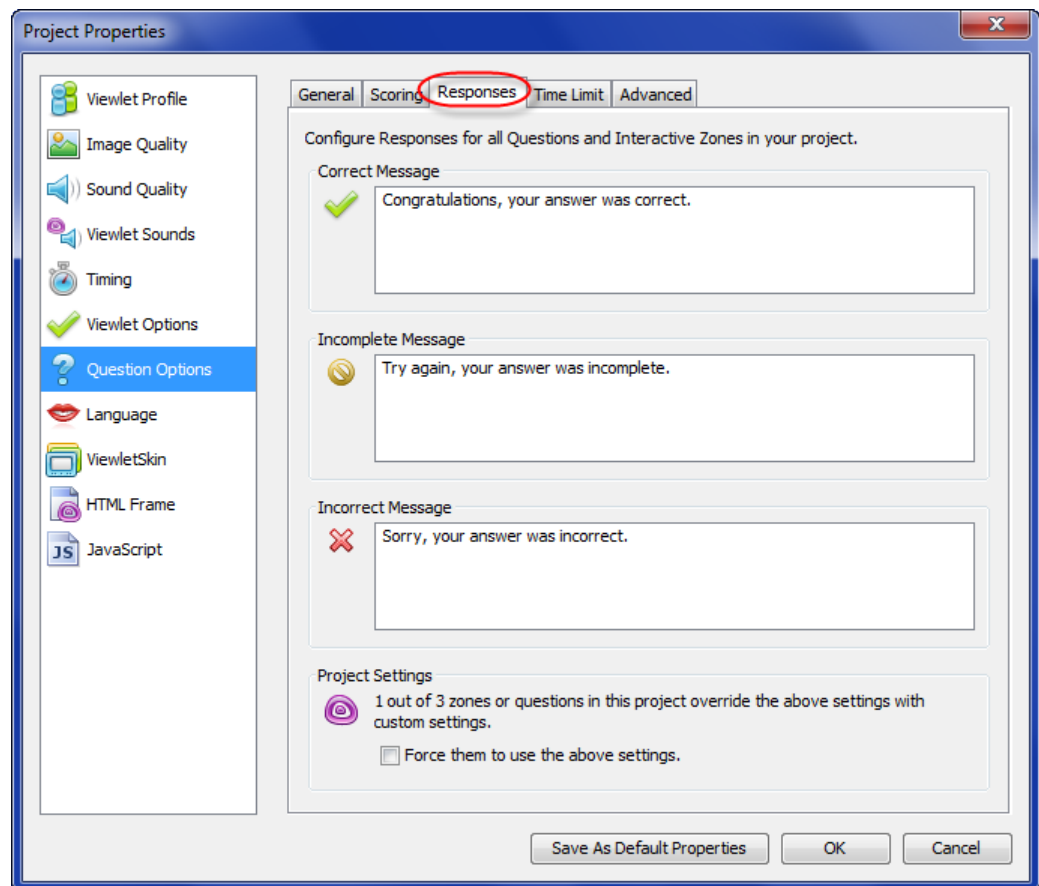
- i. In the *Login Options*, select options for forcing viewers to login and/or to enter a password before playing the Viewlet.
- ii. In the *Scoring Options*, set additional scoring options for:
 1. Pass / Fail %
 2. Allow Repeat
 3. Clear Answer on Retry
 4. Display Score Panel on Last Slide of Viewlet

b. Scoring tab:

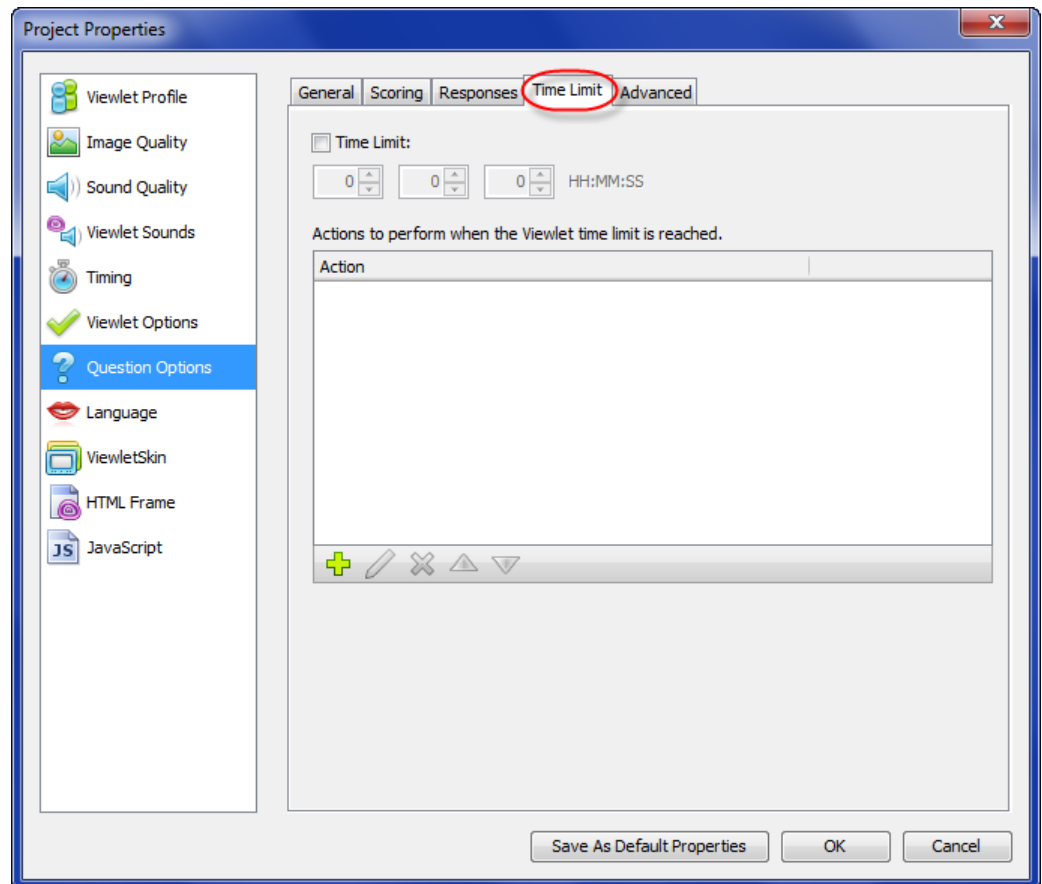


- i. In the *Points* area, enter a number for the question's total point value.
- ii. In the *Attempts* area, enter a number for the total number of times the viewer can attempt to answer correctly.
- iii. In the *Reanswer* area, select / deselect the **Question can be reanswered on backwards navigation** option.
- iv. In the *Time* area:
 1. Select the **Enable a time limit for the question** to set a time limit for question slides.
 2. If enabled, enter a number for hours, minutes and seconds for the time limit.

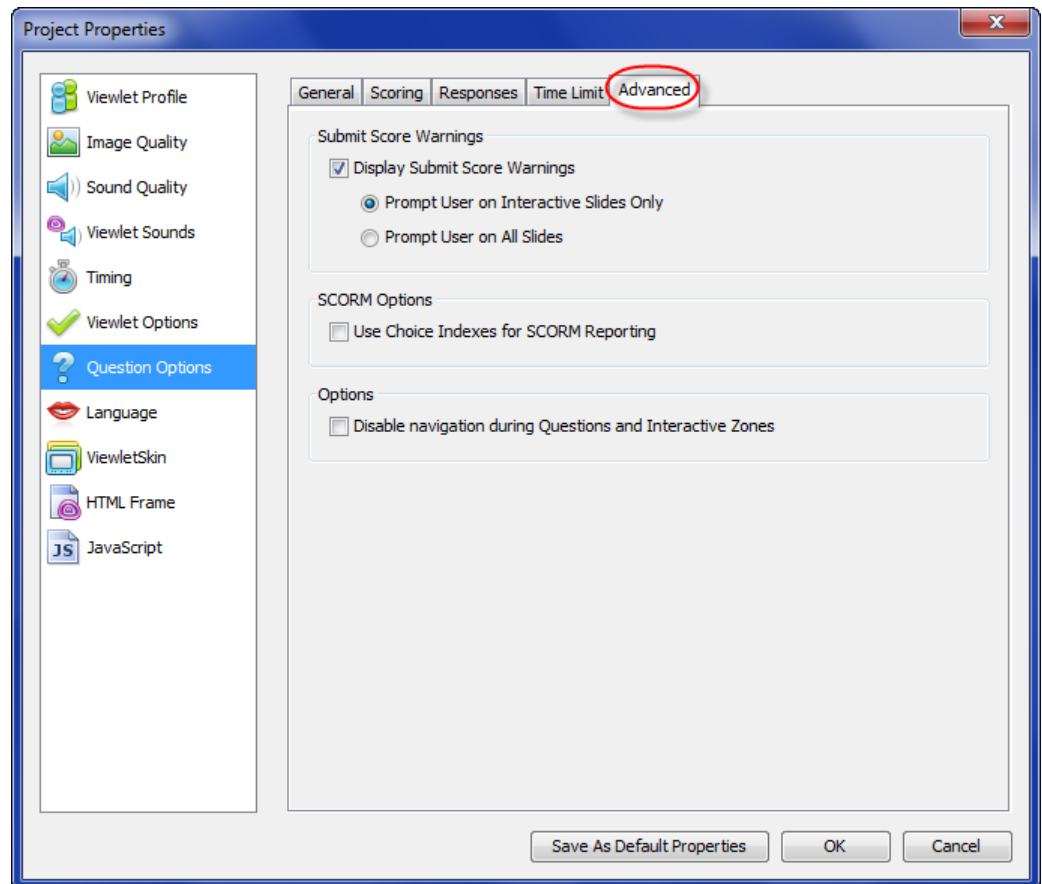
c. Responses tab:



- i. In the *Correct Message* area, enter the default text to be used in the feedback message when the viewer answers correctly.
- ii. In the *Incomplete Message* area, enter the default text to be used in the feedback message when the viewer tries to submit when no answer is selected.
- iii. In the *Incorrect Message* area, enter the default text to be used in the feedback message when the viewer answers incorrectly.

d. *Time Limit* tab:

- i. Select the **Time Limit** option to enable time limit for the entire project.
- ii. If enabled, enter a number for hours, minutes, seconds.
- iii. Add additional actions to perform when the Viewlet's time limit is reached (see the *Events and Actions* chapter for more information on working with actions).

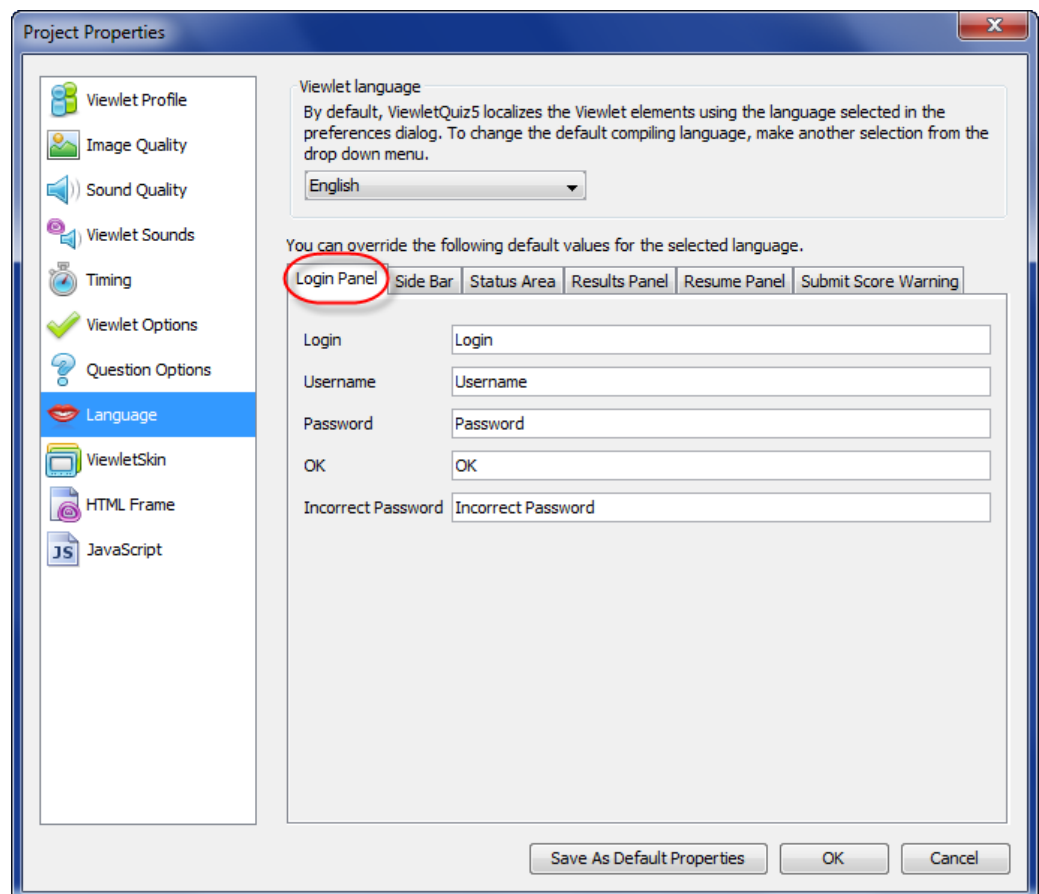
e. *Advanced* tab:

- i. In the *Submit Score Warnings* area:
 1. Select the **Display Submit Score Warnings** option to enable this feature.
 2. If enabled, select an option for when the user will be prompted.
- ii. In the *SCORM Options* area, select / deselect the **Use Choice Indexes for SCORM Reporting** option.
- iii. In the *Options* area, select the **Disable navigation during Questions and Interactive Zones** option to disable the player bar during playback on these slide types.

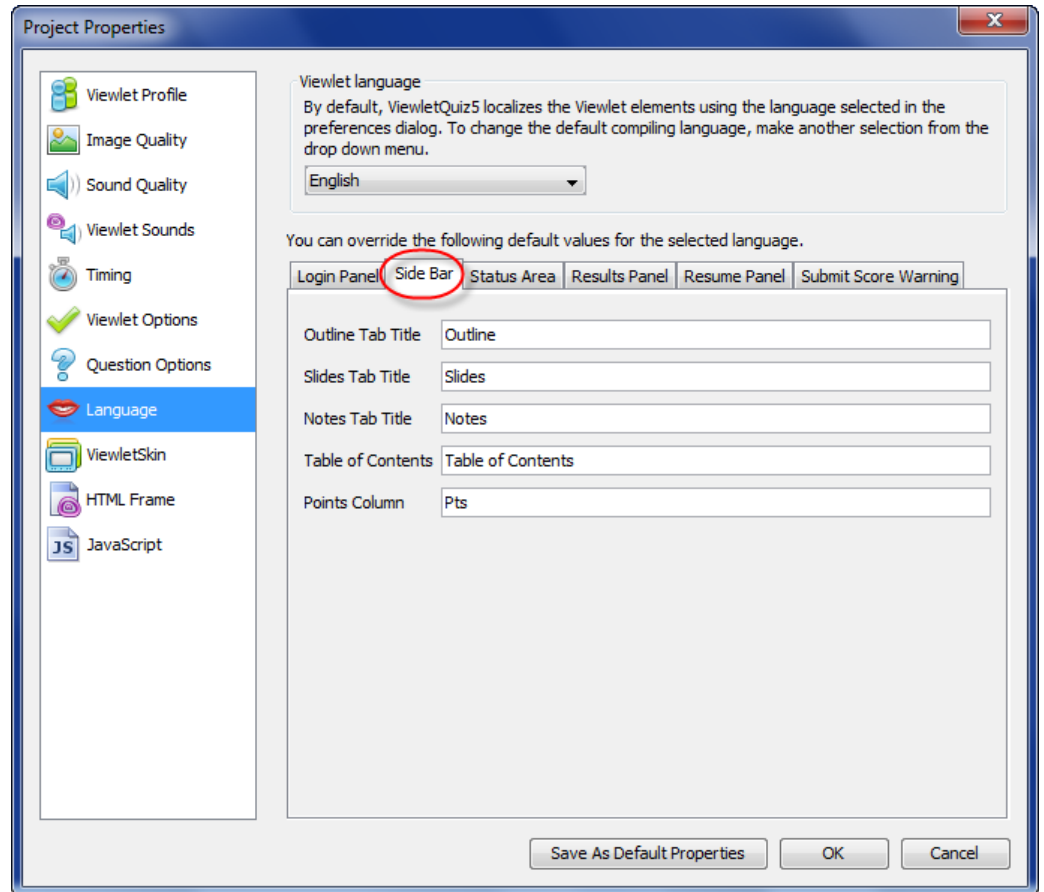
LANGUAGE

Viewlet localizes demo elements using the default language set in the *Preference* dialog. In the *Language* section of *Project Properties* lets you override these defaults by customizing language options for the login panel, side bar, status area, results panel, resume panel and submit score warnings.

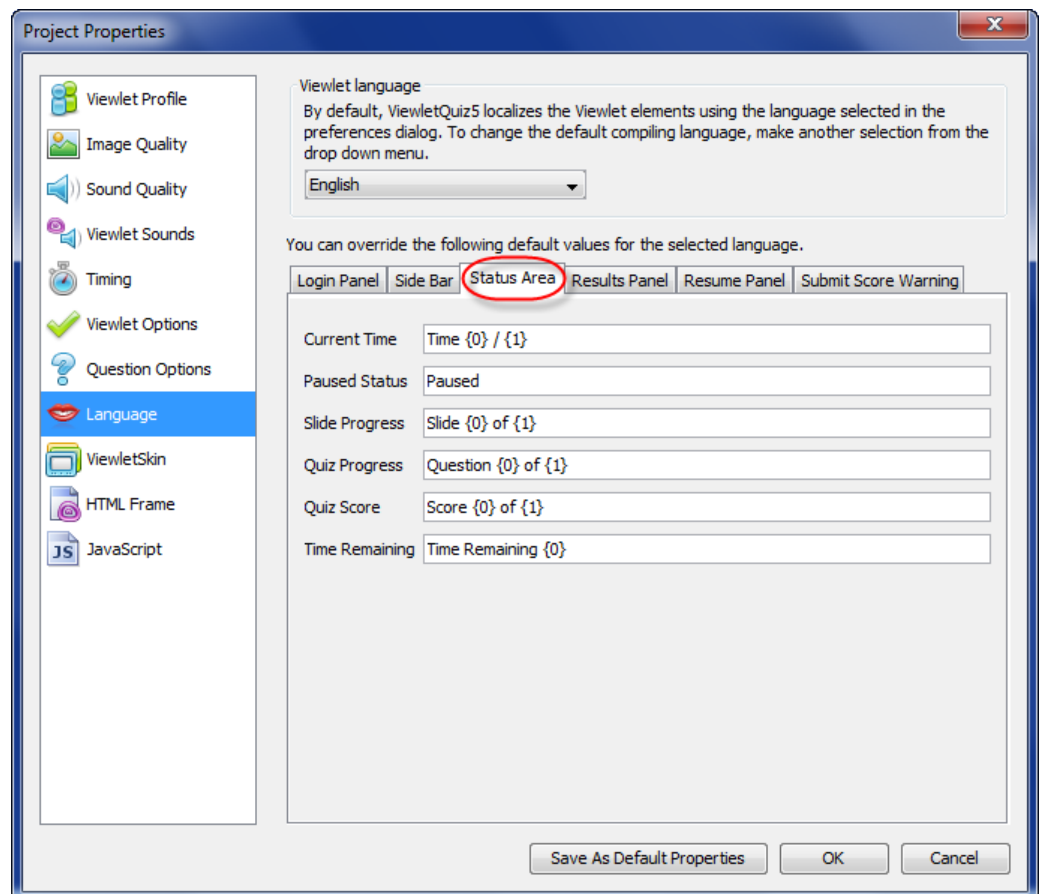
1. In the *Project Properties* dialog, select **Language**.
2. Select each of the various tabs for setting language options:
 - a. *Login Panel* tab: Enter label titles for the login panel's fields (Login, Username, Password, OK, Incorrect Password).



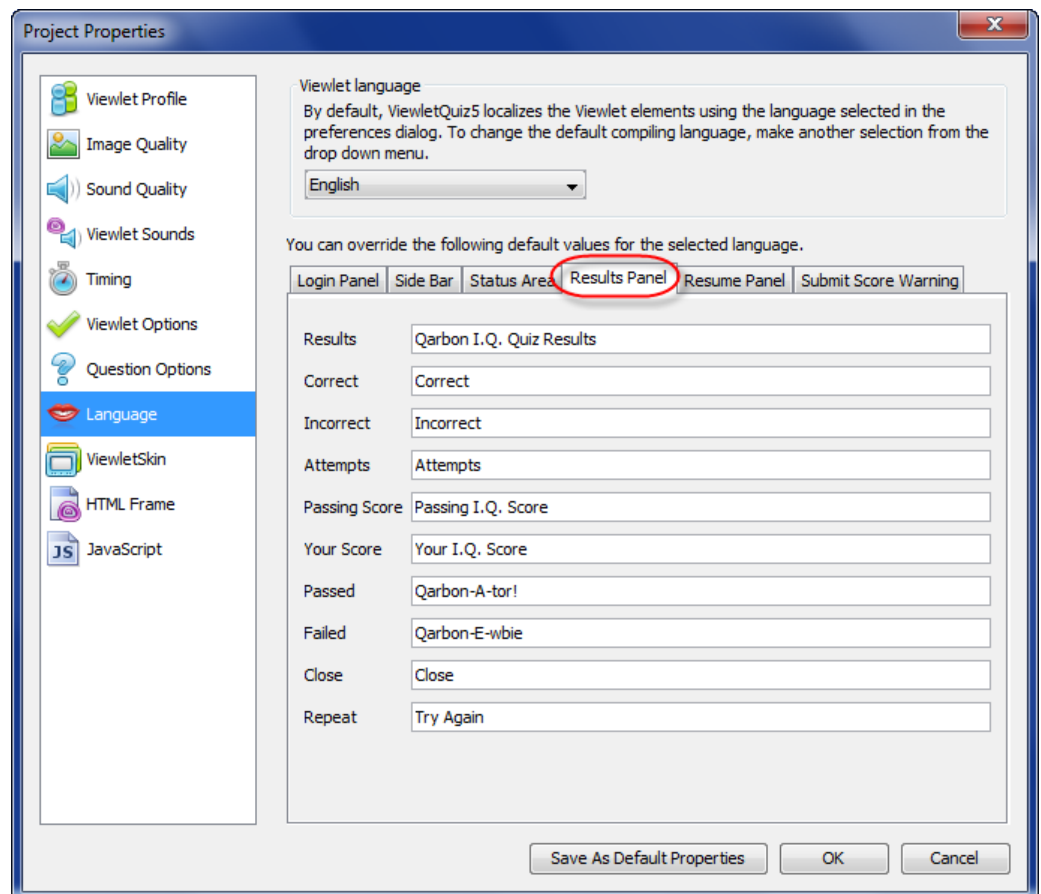
- b. *Side Bar* tab: Enter label titles for the side bar's areas (Outline Tab, Slide Tab, Notes Tab, Table of Contents, Points Column).



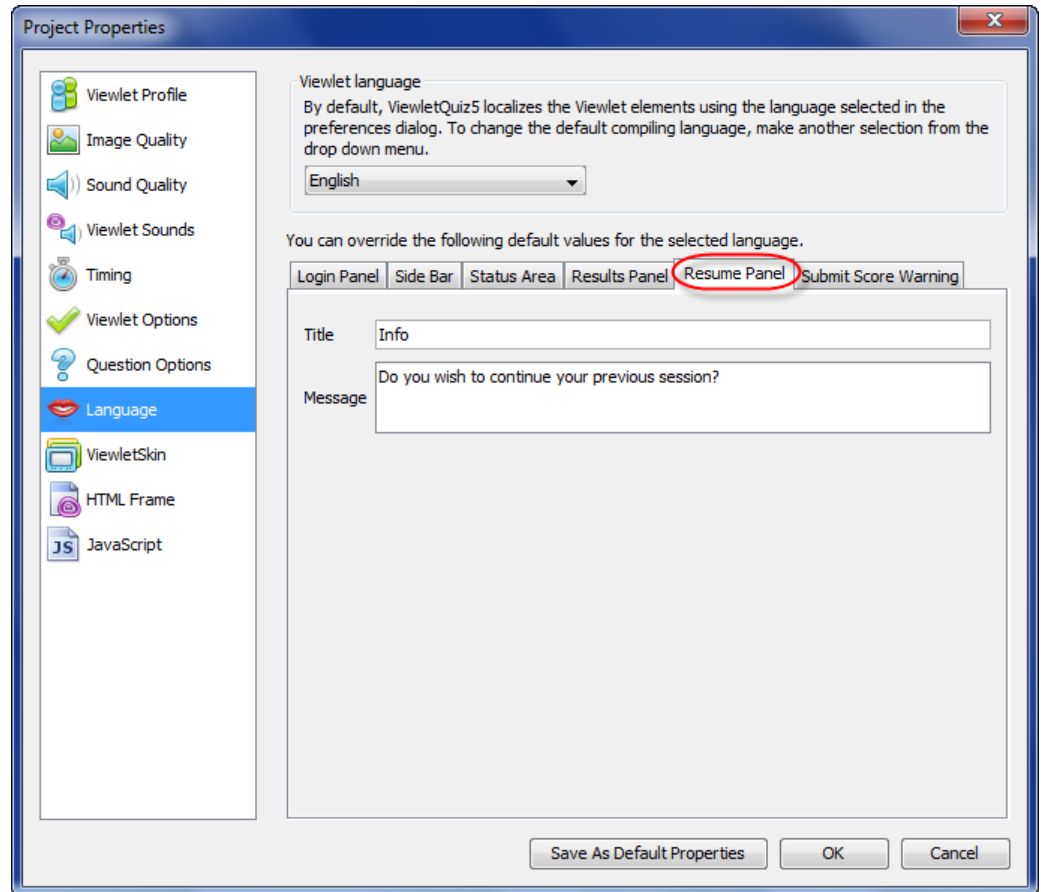
- c. **Status Area** tab: Enter labels and variables (when applicable) for the status bar (Current Time, Paused Status, Slide Progress, Quiz Progress, Quiz Score, Time Remaining).



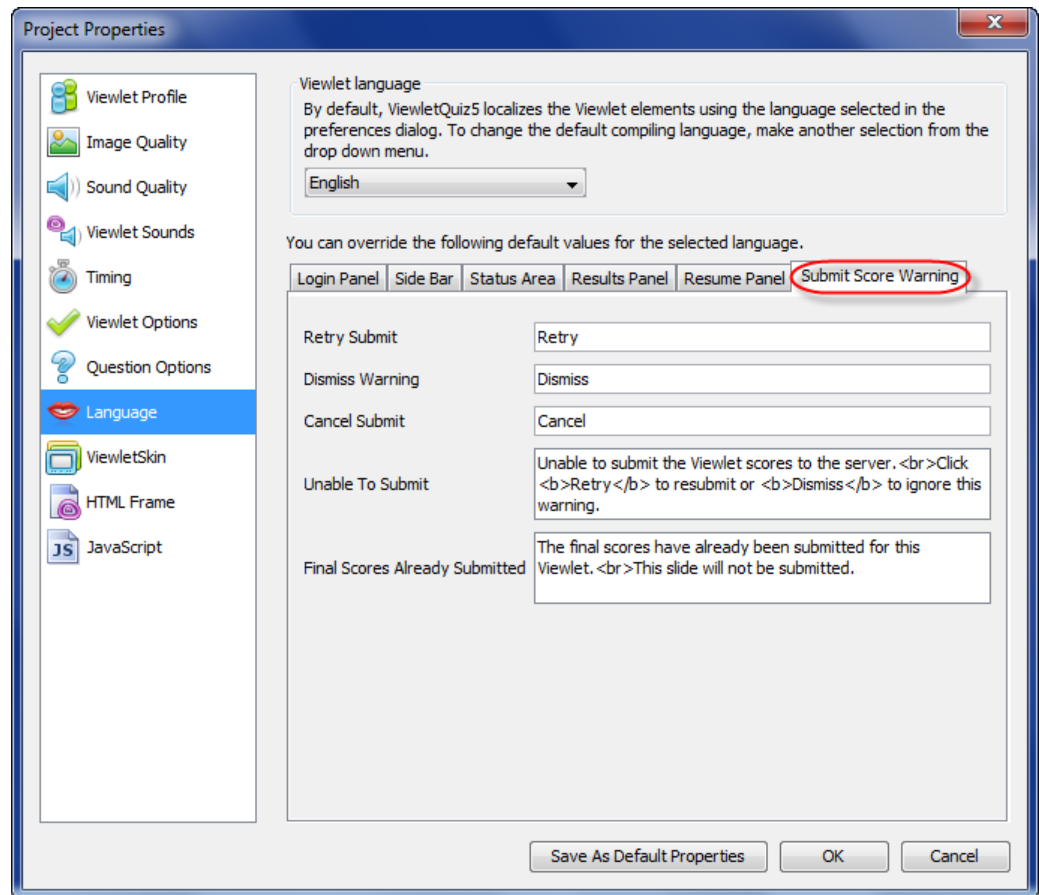
- d. *Results Panel* tab: Enter label titles for the results panel fields (Results, Correct, Incorrect, Attempts, Passing Score, Your Score, Passed, Failed, Close, Repeat).



- e. *Resume Panel* tab: Enter text for the title and message to display for the results panel.



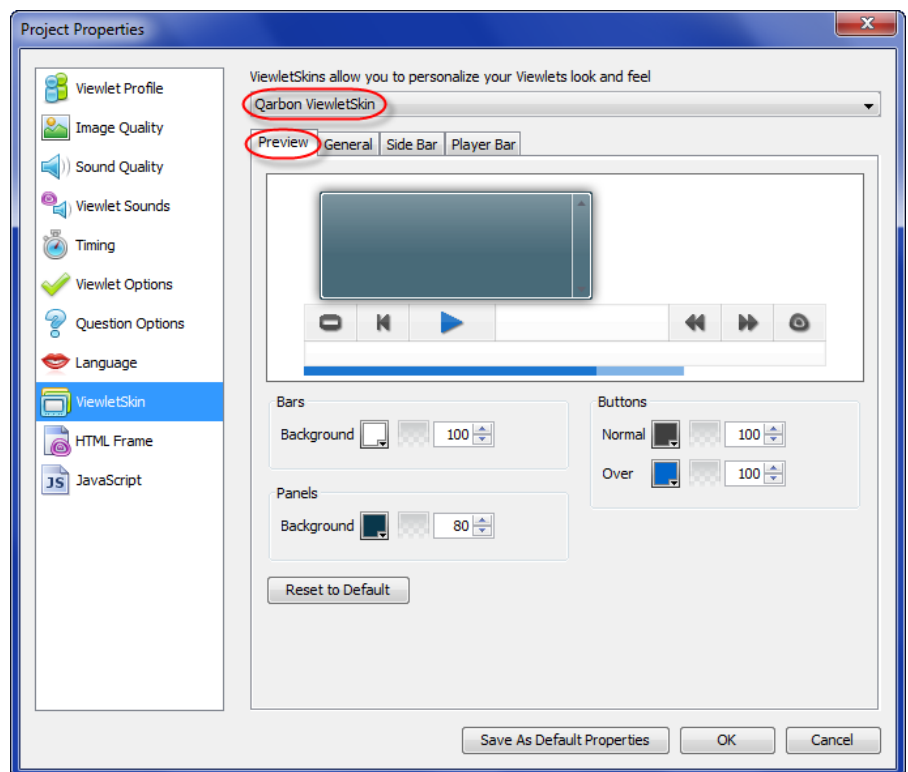
- f. **Submit Score Warning** tab: Enter labels for titles and text for additional information (where applicable) for the warning dialog (Retry Submit, Dismiss Warning, Cancel Submit, Unable to Submit, Final Scores Already Submitted).



VIEWLETSKIN

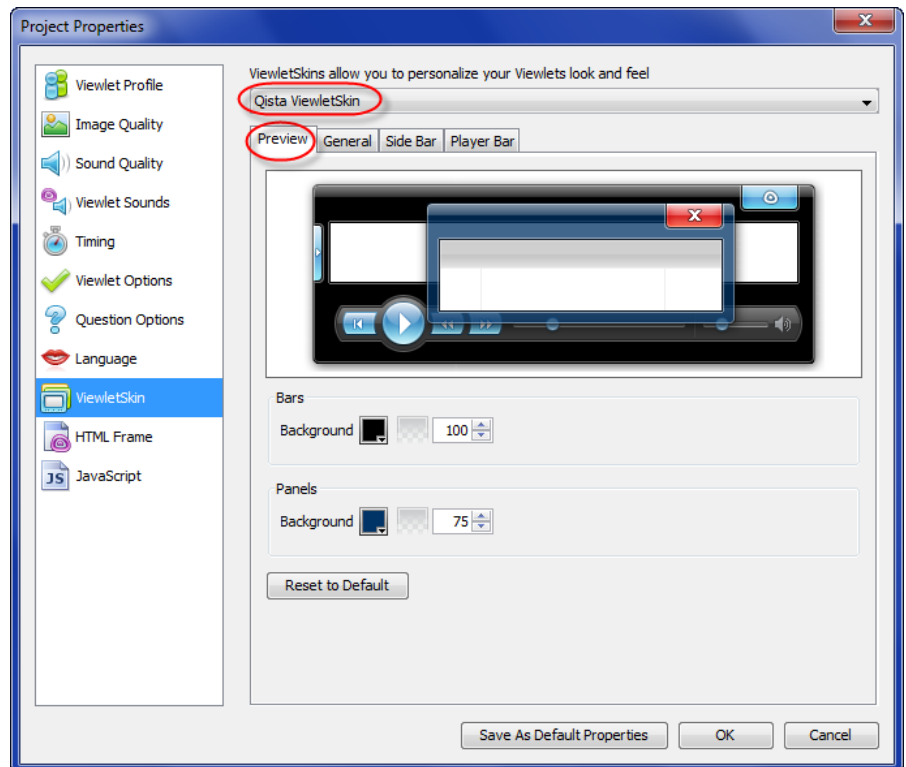
The *ViewletSkin* section of *Project Properties* let you personalize settings for the look and feel on your published Viewlet.

1. In *Project Properties* select **ViewletSkin**.
2. Select a **ViewletSkin** from the drop-down list. The selected skin will determine the additional options available in each of the tabs.
3. Select each of the various tabs for setting ViewletSkin options:
 - a. *Preview* tab:
 - i. Preview the skin in the preview area.
 - ii. Several skins have additional configuration options:
 1. Qarbon ViewletSkin: Customize options for:



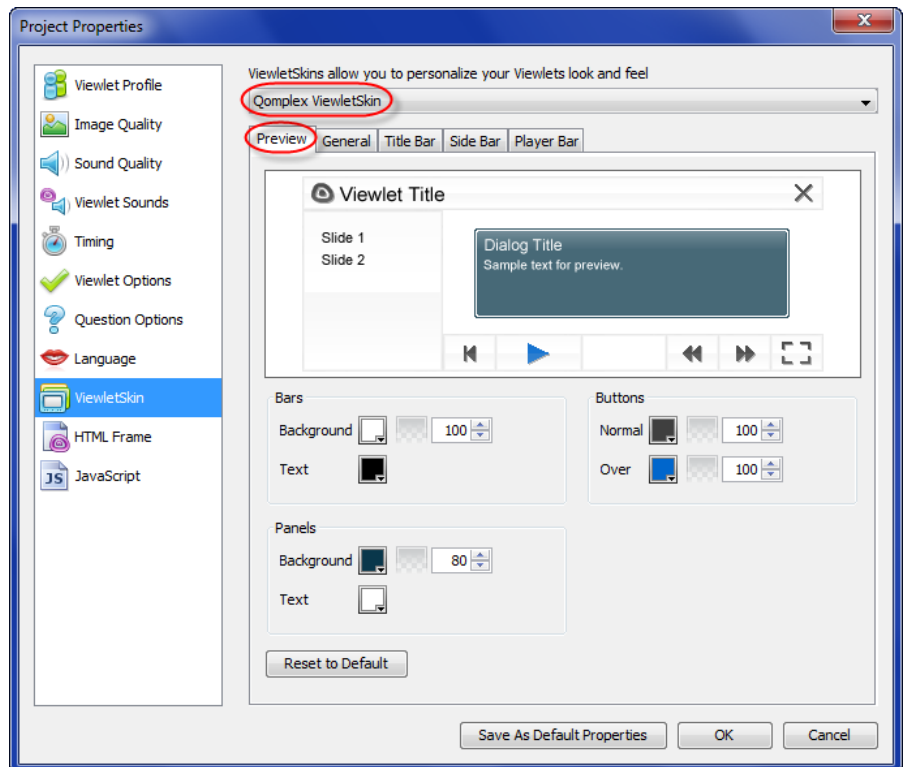
- a. Bars / Panels background color and opacity.
- b. Buttons (Normal and Over states) color and opacity.
- c. Click the **Reset to Default** button to reset these options back to installed settings.

2. Qista ViewletSkin: Customize options for:



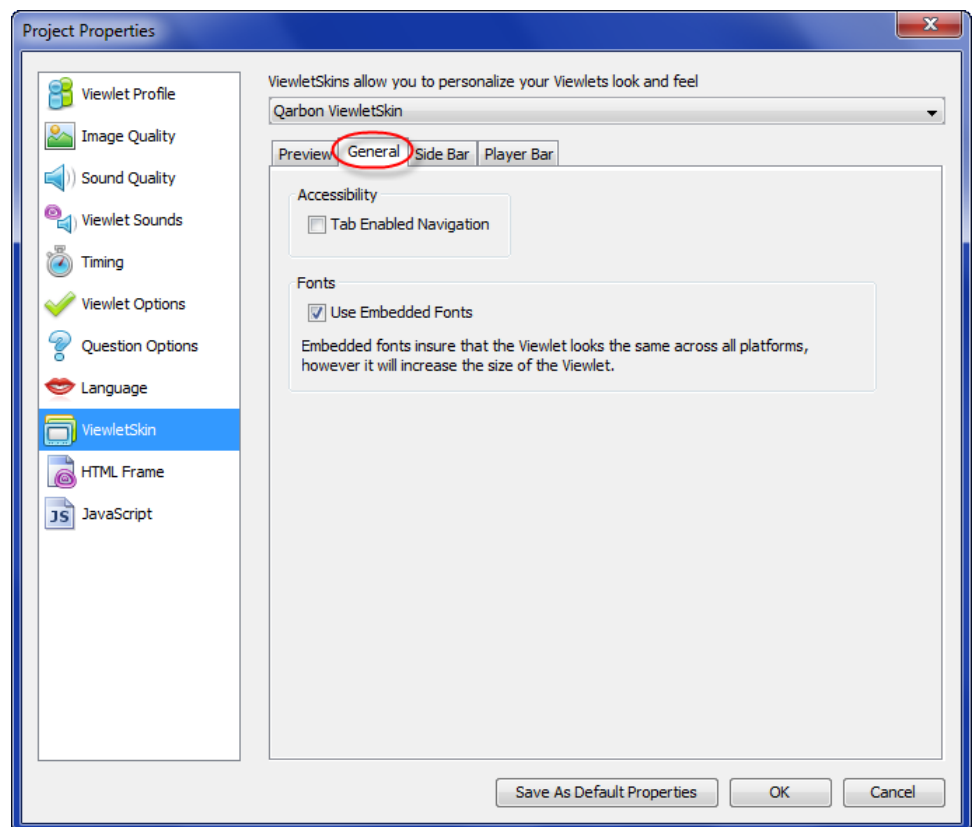
- a. Bars / Panels background color and opacity.
- b. Click the **Reset to Default** button to reset these options back to installed settings.

3. Complex ViewletSkin:



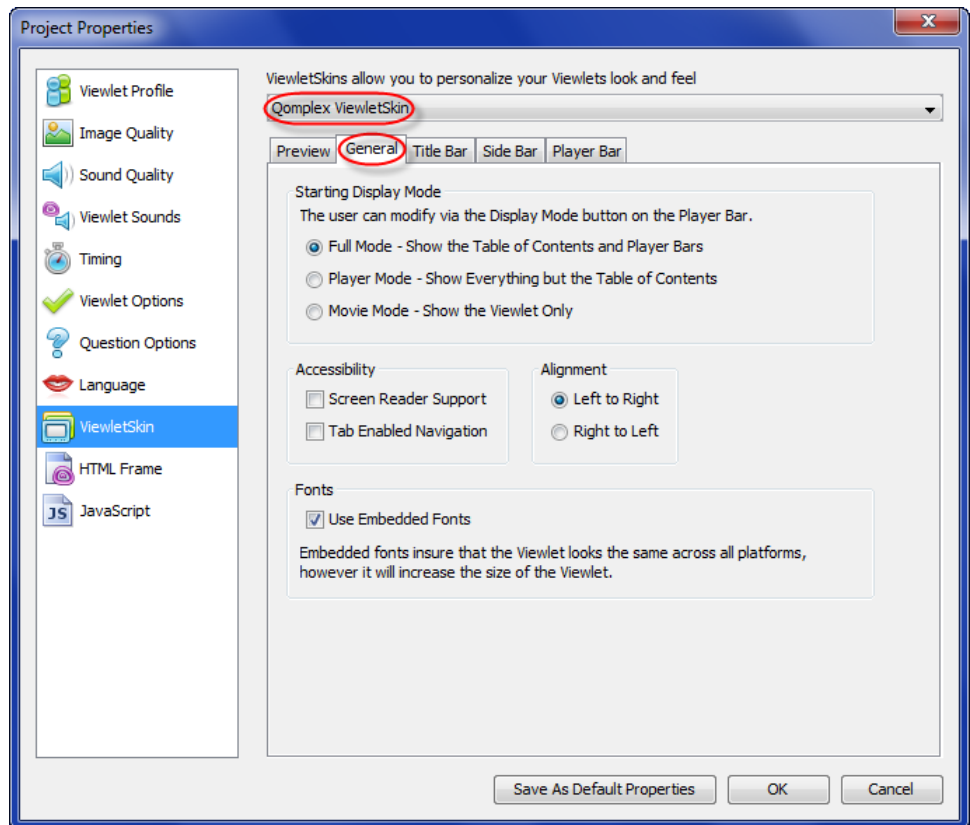
- Bars / Panels background color and opacity.
- Buttons (Normal and Over states) color and opacity.
- Click the **Reset to Default** button to reset these options back to installed settings.

- b. General tab:
 - i. All ViewletSkins EXCEPT the Qomplex ViewletSkin:



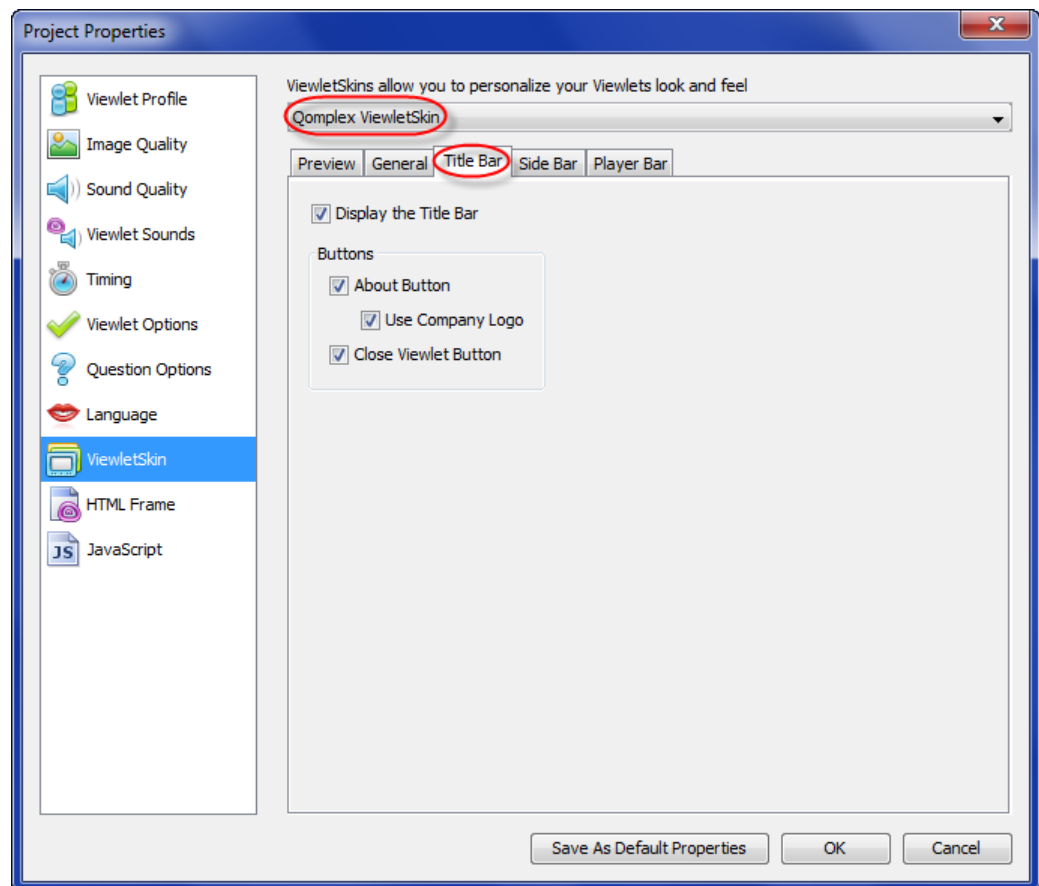
1. Select options for accessibility and whether or not to use embedded fonts.

ii. Complex ViewletSkin options:



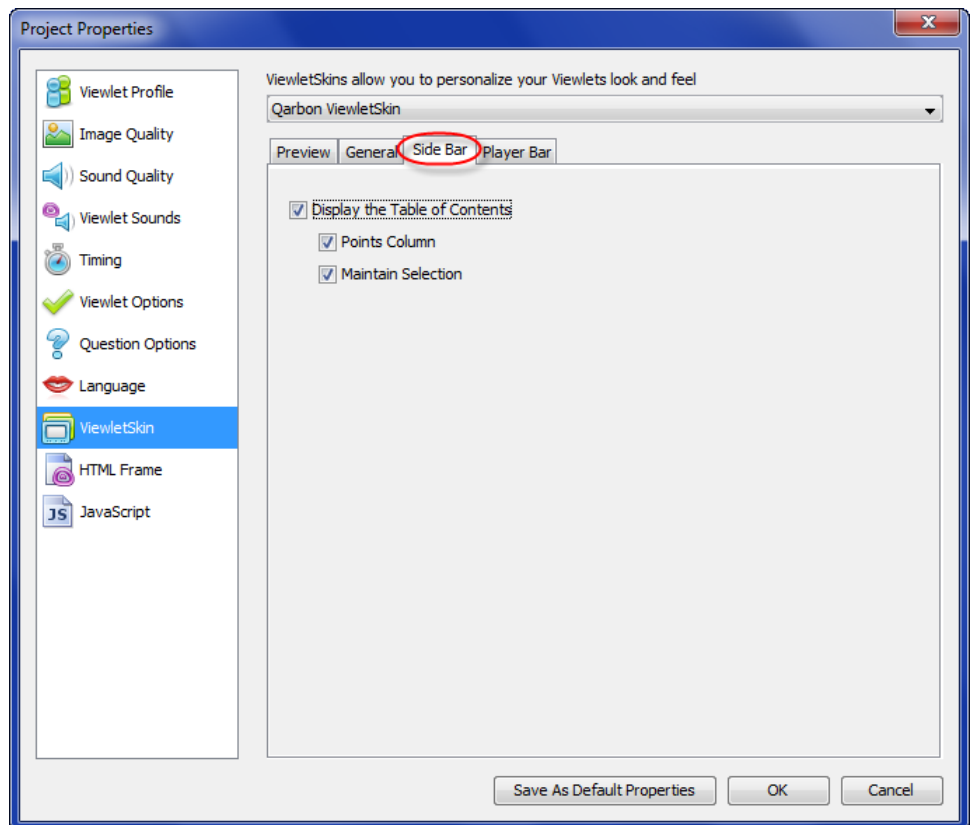
1. In the *Starting Display Mode* area, select an initial display mode option for playback:
 - a. Full Mode: Shows table of contents and player bars.
 - b. Player Mode: Shows everything except the table of contents.
 - c. Movie Mode: Shows the Viewlet only.
2. In the *Accessibility* area, select / deselect:
 - a. Screen Reader Support
 - b. Tab Enabled Navigation
3. In the *Alignment* area, select either Left to Right or Right to Left alignment.
4. In the *Fonts* area, to ensure the Viewlet looks the same across all platforms, select the **Use Embedded Fonts** option.

c. Title bar: (Qomplex ViewletSkin only)



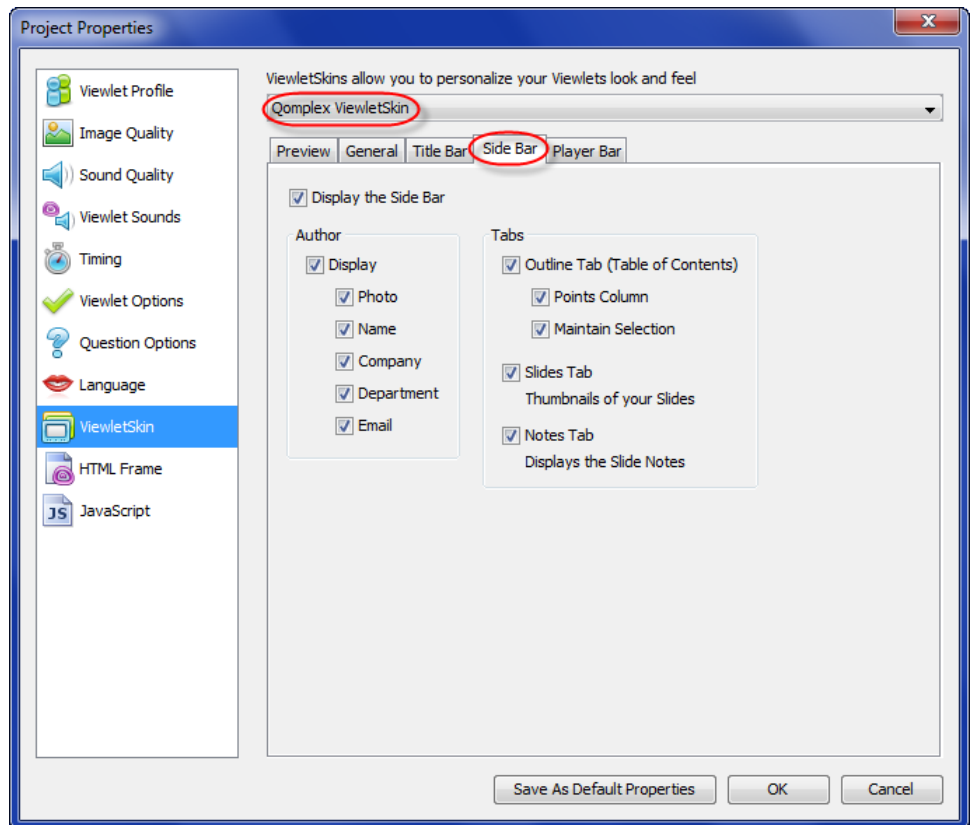
- i. Select the **Display the Title Bar** option if you want to display the title bar in the browser.
- ii. If enabled, additional options, in the *Buttons* area, include:
 1. **About Button**: Select this option to allow the viewer to click an icon for more information about the Viewlet.
 2. **Use Company Logo**: Replaces the Qarbon logos with your company logos (if loaded in the *Viewlet Profile* section).
 3. **Close Viewlet Button**: Adds an 'X' button to the skin.

- d. Side Bar tab:
 - i. ALL ViewletSkins EXCEPT the Qomplex ViewletSkin:



1. Select the **Display the Table of Contents** option to display a Table of Contents in the skin.
2. If enabled, additional options include:
 - a. Point Column
 - b. Maintain Selection

ii. Complex ViewletSkin options:



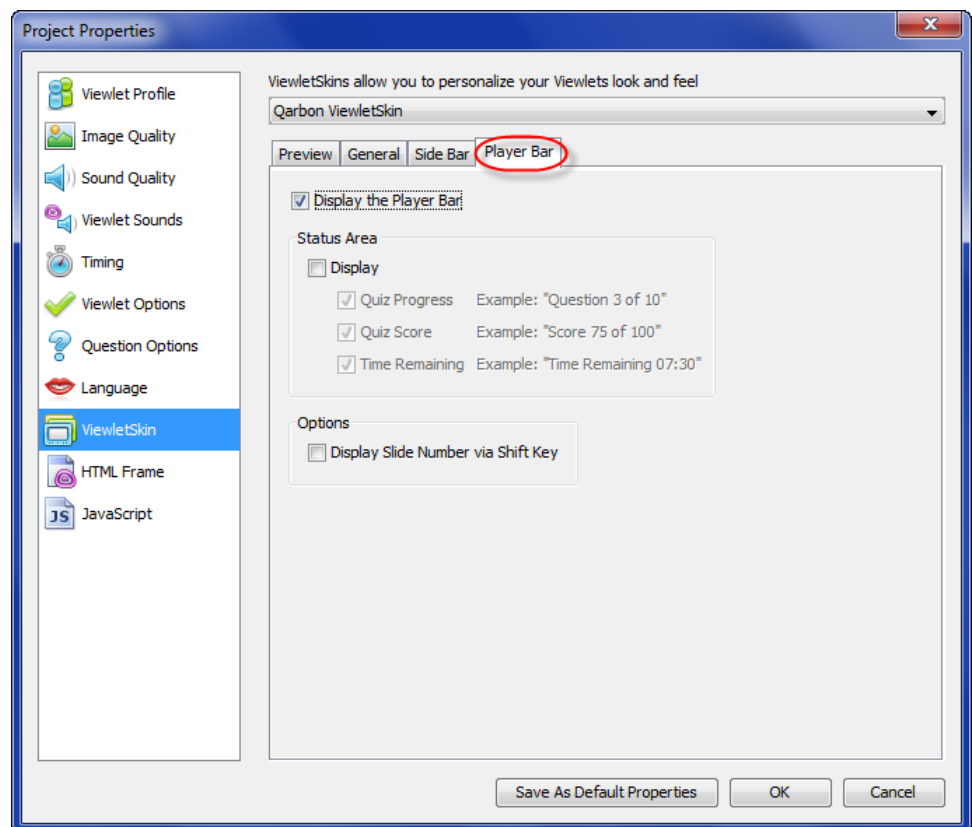
1. Select the **Display the Side Bar** option to display additional areas to include authoring information and photo, Table of Contents, slide thumbnails and slide notes.
2. If enabled, additional options include:
 - a. In the *Author* area:
 - i. Select the **Display** option to include any (or all) of the following author items:
 1. Photo
 2. Name
 3. Company
 4. Department
 5. Email

ii. In the *Tabs* area:

1. **Outline Tab:** Select this option to display a Table of Contents, including:
 - a. Points Column
 - b. Maintain Selection
2. **Slides Tab:** Select this option to display slide thumbnails.
3. **Notes Tab:** Select this option to display slide notes.

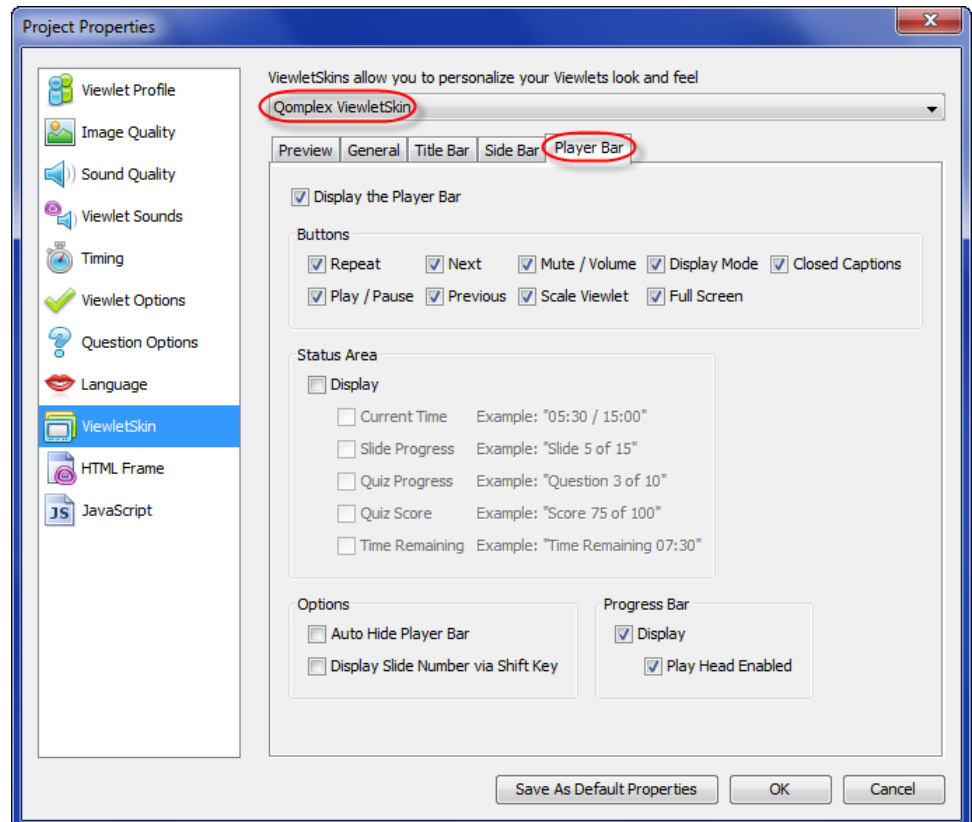
e. *Player Bar* tab:

i. ALL ViewletSkins EXCEPT the Qomplex ViewletSkin:



1. Select the **Display the Player Bar** option to display a player bar in the skin.
2. If enabled, additional options include:
 - a. In the *Status* area:
 - i. Select the **Display** option to enable additional options for the player bar for question or interactive zone slides:

1. Quiz Progress
 2. Quiz Score
 3. Time Remaining
- b. In the *Options* area, select the **Display the Slide Number via Shift Key** to let the viewer press the Shift key on the keyboard to view slide numbers.
- ii. Complex ViewletSkin options:

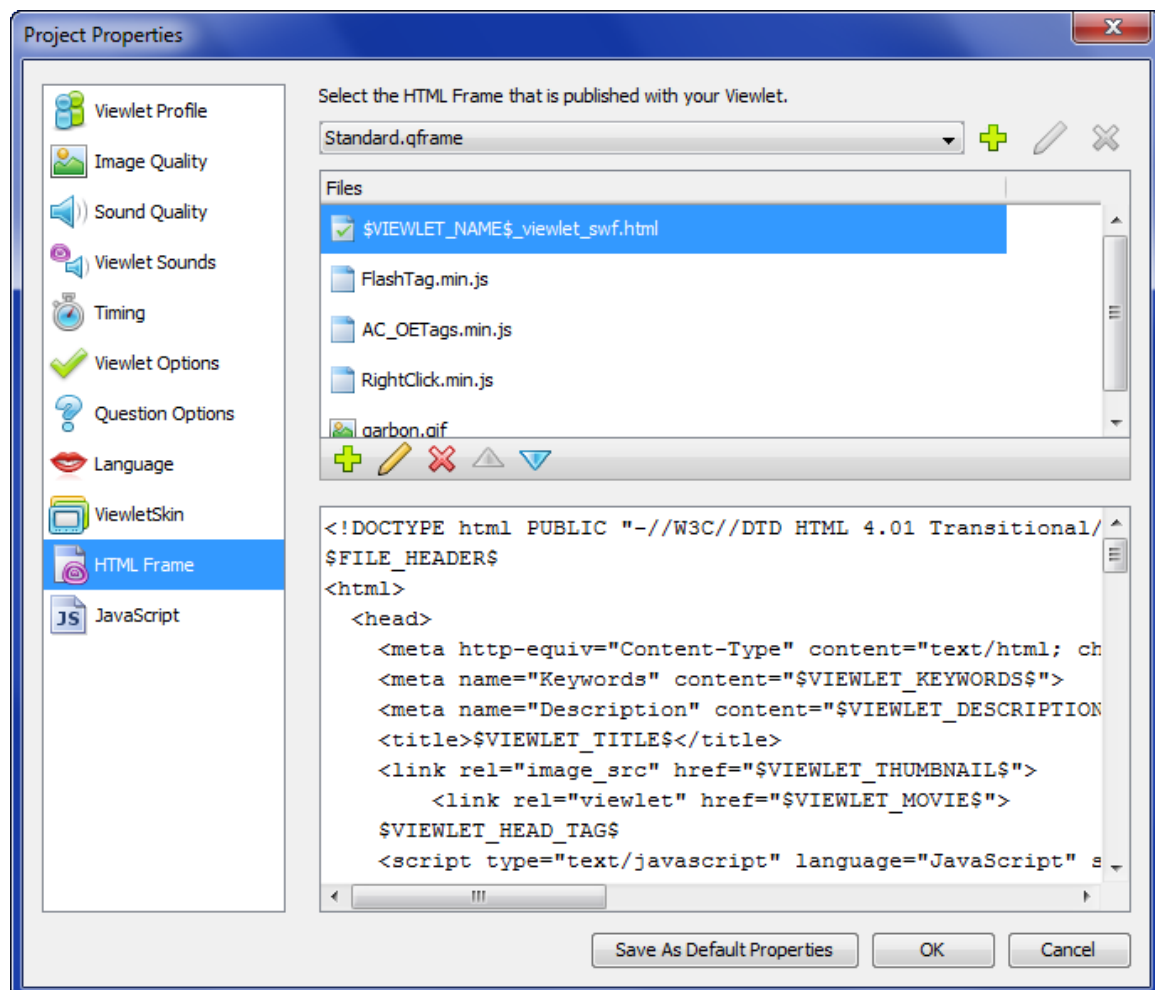


1. Select the **Display the Player Bar** option to display the player bar with the skin.
2. If enabled, additional options include:
 - a. In the *Buttons* area: Select buttons to display on the player bar that the viewer can use for navigation, viewing size, audio options and closed captions:
 - i. Repeat
 - ii. Play / Pause
 - iii. Next
 - iv. Preview
 - v. Mute / Volume

- vi. Scale Viewlet
 - vii. Display Mode
 - viii. Full Screen
 - ix. Closed Captions
- b. In the *Status Area*:
- i. Select the **Display** option to display additional status information on the player bar, including:
 - 1. Current Time
 - 2. Slide Progress
 - 3. Quiz Progress
 - 4. Quiz Score
 - 5. Time Remaining
 - ii. In the *Options* area, select / deselect options to:
 - 1. Auto Hide the Player Bar
 - 2. Display Slide Number via Shift Key
- c. In the *Progress Bar* area:
- i. Select the **Display** option to show the progress bar on the player bar.
 - ii. Select the **Play Head Enabled** to display the play head on the player bar.

HTML FRAME

The *HTML Frame* section of *Project Properties* provides you with several different HTML frames that you can use to 'wrap around' your Viewlet on playback.



The frames include:

- **AccessibleFrame.qframe:**
- **AccesibleSimpleFrame.qframe:**
- **AiccFrame.qframe:** Used for AICC reporting.
- **AiccPopupFrame.qframe:** Used to launch Viewlet in a popup window for AICC reporting.
- **DebugFrame.qframe:** Works the same as the Standard.qframe, but contains a debug window for Flash logging.
- **FullScreen.qframe:** Opens Viewlet in a full screen window.
- **HTML5VideoFrame.qframe:** Used with non-interactive video output formats (MP4, FLV).

- **IE7AndAbove.qframe**: Used with Internet Explorer 7 (and later version) browsers to work without a FlashTag (which blocked the Flash object until it was clicked in earlier IE6 and prior versions).
- **PopupFrame.qframe**: Displays a link to open the Viewlet in a new window.
- **ShareThis.qframe**: Used to share the Viewlet on Facebook, Twitter, Stumble IT and email.
- **Standard.qframe**: This is the default frame used with most (regular) Viewlets.
- **XHTML.qframe** Similar to the Standard.qframe, just XHTML valid.

If you are comfortable working directly in HTML code, then this features gives you the opportunity to tweak the code of any of the frames as needed. If, however, you are not versed in HTML, that's not a problem. Just use the **Standard.qframe**. In fact, since this frame is selected by default, you don't even have to make any changes in the *HTML Frame* section since the Standard.qframe works just fine with most Viewlets.

To **ACCESS** HTML Frame options:

1. Select **Project > Project Properties** from the Menu bar.
2. In the *Project Properties* dialog that displays, select **HTML Frame**.

To **SELECT** an HTML Frame:

1. In the *Project Properties* dialog, select **HTML Frame**.
2. Select an HTML Frame from the drop-down list (right side of dialog). In the *Files* area, additional files displays that will be used with the published files. In most cases, you do not need to go any further than selecting the HTML Frame you want to use with your published Viewlet.

To **MODIFY** HTML Frame options:

1. In the *HTML Frame* section of the *Project Properties* dialog, select an **HTML Frame** from the list.
3. In the *Files* area, additional files (that work with the selection frame) display. You can add more files or modify any in the list.
 - a. **Add**: Select this button to:
 - i. Add new HTML file
 - ii. Add file from your system
 - b. **Modify**: Select this button to modify the selected file.
 - c. **Delete**: Select this button to delete the selected file.
 - d. **Move Up / Move Down**: Select these buttons to move a selected file up / down in the list.

To **ADD** a custom HTML Frame:

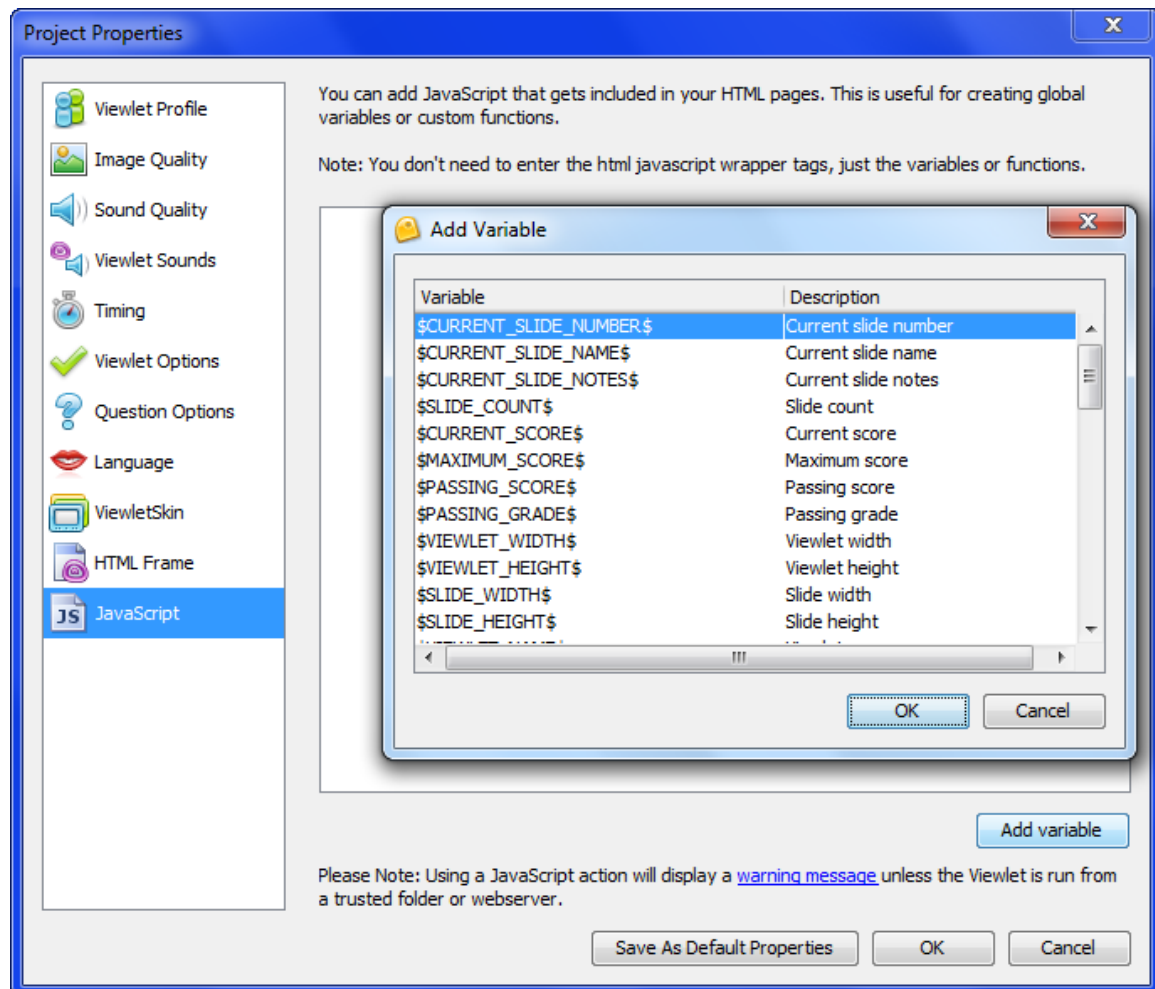
1. In the *HTML Frame* of the *Project Properties* dialog, click the **Add HTML Frame** button.
2. In the *HTML Frame Properties* dialog that displays, enter a **Name** for the custom frame. The extension: **.qframe** will automatically be added to the end of the file name, so you do NOT need to include it.
3. In the *Files* area you will see additional files that work with the frame displayed. You can add new files, modify existing files or delete files from this list as needed.

To **DELETE** an HTML frame:

1. In the *HTML Frame* of the *Project Properties* dialog, select an HTML Frame from the list.
2. Click the **Delete HTML Frame** button.
3. When prompted, click **Yes** to confirm the deletion.

JAVASCRIPT

In the *Javascript* section of the *Project Properties* dialog, you can add Javascript that gets included in your HTML pages. This section is for those comfortable working with Javascript and can be useful for creating global variables or custom functions.



To **ACCESS** the Javascript feature:

1. Select **Project > Project Properties** from the Menu bar.
2. In the *Project Properties* dialog that displays, select **Javascript**.
3. Read the instructions on the right side of the dialog for working with the Javascript feature.
4. Enter your code in the field provided.

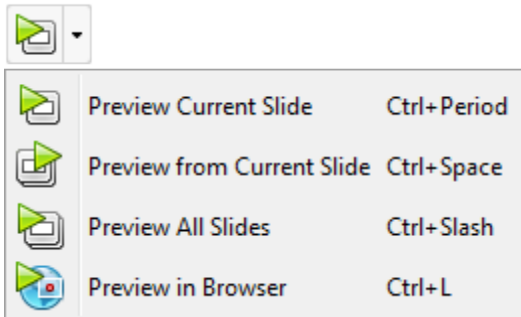
There are some advanced features available in the *Project Properties* dialog not fully covered in this guide. If you require any more information on any of these pre-publishing options, please visit the [Online Learning Center](#) or contact us at support@garbon.com.

Previewing a Viewlet

You will see various VCR-styled buttons you can use to navigate through your project slides by going to the first slide, previous slide, next slide and/or last slide.

Note: You can preview the slide background soundtrack, audio attached to objects, cursor click sounds and key click background frame sounds within ViewletQuiz5 Professional without publishing the project.

Additionally, you may access preview options:



From the Timeline:

- Click the **Preview** button at the top right of the Timeline to preview the project, or
- Click the down arrow and select a preview option from the menu list.

From the menu bar:

- Select **Project** from the menu bar.
- Select a preview option:
 - **Preview Current Slide:** Plays the current slide inside ViewletQuiz5 Professional.
 - **Preview From Current Slide:** Plays the project inside ViewletQuiz5 Professional from the selected slide to the end of the project.
 - **Preview All Slides:** Plays the entire project while inside ViewletQuiz5 Professional.
 - **Preview in Browser:** Quickly compiles (publishes) the file to SWF (Flash) format and launches it (from a temp folder) in a browser.

Note Displaying the informational “About” dialog during Viewlet playback pauses the Viewlet. Closing the dialog returns the Viewlet to play mode.

After publishing a project:

- Select **Project > Publish Viewlet** from the menu bar.
- Complete the information in the dialogs that display to publish your project.
- In the last *Publish Viewlet* dialog, click the **View** button to preview the published Viewlet.

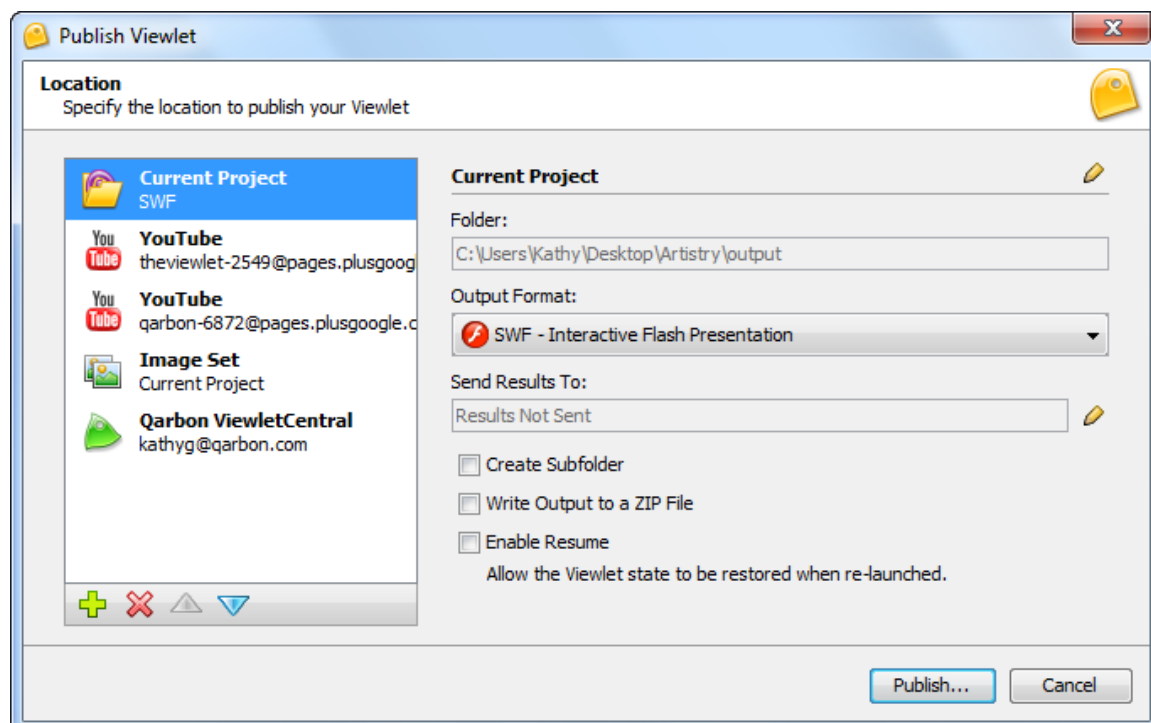
Note: You can also preview a published Viewlet Flash file by locating the `_viewlet_swf.html` file associated with the project. Double click this file to launch the Viewlet in the browser.

Publishing

The *Publish Viewlet* dialog offers various options for publishing your Viewlet project. This chapter provides an overview of publishing options.

THE PUBLISH VIEWLET DIALOG

The *Publish Viewlet* dialog provides a 'one-stop-shop' location for all of your Viewlet project publishing needs. What this means is that all of your publishing options are found in one central location, making it easier than ever to get the job done.



To **ACCESS** the *Publish Viewlet* dialog:

1. Make sure that you have selected all the options you want to use when publishing your project in the *Project Properties* dialog.
2. Save your project.
3. Select **Project > Publish Viewlet** from the Menu bar. The *Publish Viewlet* dialog displays.

Add / Modify / Remove Publishing Targets

This section provides some general information for adding new publishing targets and modifying information for publishing targets (in general) already in the active list.

To **ADD** a new publishing target:

1. In the *Publish Viewlet* dialog, click the **Add** button.
2. Select a publishing target from the list.

3. If a dialog displays after choosing a target, fill in the requested information and click **OK** to exit the dialog.
4. The publishing target is added to the active list.

To **MODIFY** a publishing target in the active list:

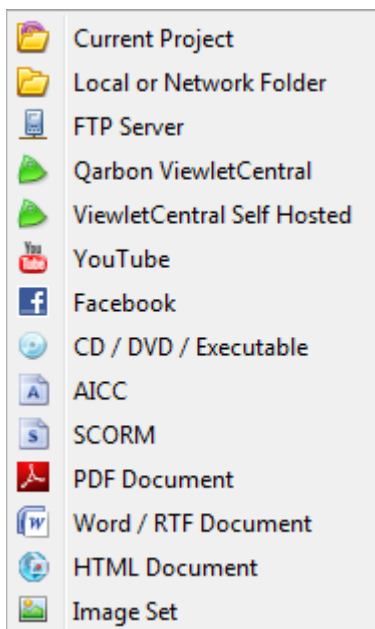
1. In the *Publish Viewlet* dialog, select a publishing target from the active list.
2. Modify the options on the right side of the dialog as needed.

To **REMOVE** a publishing target from the active list:

1. In the *Publish Viewlet* dialog, select a publishing target from the active list.
2. Click the **Delete** button. This removes the selected publishing target from your active list only. You can add it back at any time.

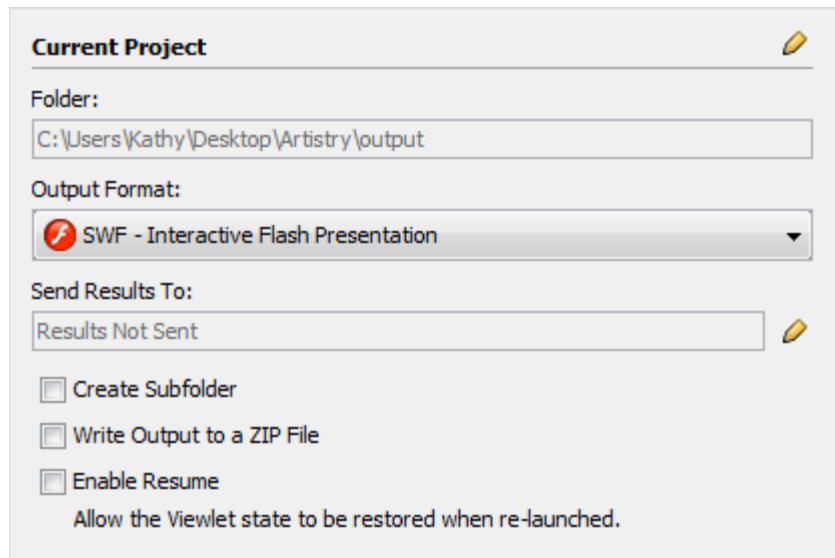
Publishing Targets

ViewletBuidler8 Enterprise provides numerous options for publishing known as publishing targets. This section provides more information and instructions for working with each.



Current Project

This option publishes files in the same location as your current project. You can publish your Viewlet project as a SWF, FLV or MP4 video.



Current Project

Folder:
C:\Users\Kathy\Desktop\Artistry\output

Output Format:
SWF - Interactive Flash Presentation

Send Results To:
Results Not Sent

Create Subfolder
 Write Output to a ZIP File
 Enable Resume

Allow the Viewlet state to be restored when re-launched.

1. Select **Current Project** as your publishing target.
2. Configure the following options:
 - a. Output Format: Select an output format (SWF, FLV or MP4).
 - b. If publishing a SWF file with quiz or survey slides:
 - i. Click **Edit** (pencil icon) next to the **Send Results To:** field. In the dialog that displays, select an option from the list:
 1. Results Not Sent: No results will be emailed.
 2. Qarbon Email Reporting Service:
 - a. Email Address: Enter one or more emails that you want results sent to.
 - b. Report Format: Select plain text or HTML for the email results format.
 3. Custom Reporting Server: Enter a URL where you want reporting results to be sent. If needed, click the 'Redirecting Viewlets Stats to your own Server' link for more information.
 4. Click **OK** to exit the *Send Result To* dialog.

- ii. Optional: Select additional options as needed:
 1. Create Subfolder.
 2. Write Output to a ZIP file.
 3. Enable Resume.
3. Click **Publish** to publish your Viewlet project.

Local or Network Folder

This option publishes files to a selected local or network folder. You can add as many local or network publishing locations as desired.

1. Select **Local or Network Folder** as your publishing target.
4. Configure the following options:
 - a. Output Format: Select an output format (SWF, FLV or MP4).
 - b. If publishing a SWF file with quiz or survey slides:
 - i. Click **Edit** (pencil icon) next to the **Send Results To:** field. In the dialog that displays, select an option from the list:
 1. Results Not Sent: No results will be emailed.
 2. Qarbon Email Reporting Service:
 - a. Email Address: Enter one or more emails that you want results sent to.
 - b. Report Format: Select plain text or HTML for the email results format.
 3. Custom Reporting Server: Enter a URL where you want reporting results to be sent. If needed, click the 'Redirecting Viewlets Stats to your own Server' link for more information.
 4. Click **OK** to exit the *Send Result To* dialog.
 - ii. Optional: Select additional options as needed:
 1. Create Subfolder.
 2. Write Output to a ZIP file.
 3. Enable Resume.
2. Click **Publish** to publish your Viewlet project.

FTP Server

This option allows you to set up an FTP server location as a publishing target.

The screenshot shows the 'FTP Server' dialog box. It contains the following fields and controls:


- Name:** [Text input field]
- Server:** [Text input field]
- Directory:** [Text input field]
- Login:** [Text input field]
- Password:** [Text input field]
- Port:** [Text input field containing '21']
- Passive:** Passive mode is required to get through some firewalls.
- Test Connection...** [Button]
- OK** [Button]
- Cancel** [Button]

1. Select **FTP Server** as your publishing target.
2. In the *FTP Server* dialog, enter information for the following:
 - a. Name
 - b. Server
 - c. Directory
 - d. Login
 - e. Password
 - f. Port
 - g. Passive
3. Click the **Test Connection** to validate the information is correct and a connection can be established.
4. Click **OK** to close the *FTP Server* dialog.
5. On the right side of the *Publish Viewlet* dialog:
 - a. Output Format: Select an output format (SWF, FLV or MP4).
 - b. If publishing a SWF file with quiz or survey slides:
 - i. Click **Edit** (pencil icon) next to the **Send Results To:** field. In the dialog that displays, select an option from the list:

1. Results Not Sent: No results will be emailed.
 2. Qarbon Email Reporting Service:
 - a. Email Address: Enter one or more emails that you want results sent to.
 - b. Report Format: Select plain text or HTML for the email results format.
 3. Custom Reporting Server: Enter a URL where you want reporting results to be sent. If needed, click the 'Redirecting Viewlets Stats to your own Server' link for more information.
 4. Click **OK** to exit the *Send Result To* dialog.
- ii. Optional: Select additional options as needed:
1. Create Subfolder.
 2. Write Output to a ZIP file.
 3. Enable Resume.
6. Click **Publish** to publish your Viewlet project.

Qarbon ViewletCentral



This option publishes your project directly to Qarbon ViewletCentral and requires either a FREE or paid subscription to Qarbon ViewletCentral. In the *Qarbon ViewletCentral* dialog (accessed when selecting this publishing target for the first time or when clicking the **Modify Account** button), enter/edit your Qarbon ViewletCentral account information. Please refer to the *Qarbon ViewletCentral User Guide* for more information on publishing options.

Qarbon ViewletCentral 

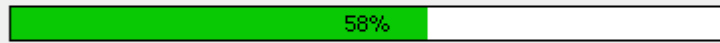
Account Name: kathyg@qarbon.com Modify Account...


Current Plan: Platinum

Privacy


 Preserve - Preserves existing privacy setting 

Current Usage

 58%

583 Used / 417 Remaining 

Publishing this Viewlet will put you at 58% of your current plan on ViewletCentral. You may want to consider upgrading to an advanced plan with more space.

 **Get more power out of ViewletCentral. Upgrade now to an extended plan.**

ViewletCentral Self Hosted


The publishing target lets you publish your projects directly to your organization's ViewletCentral Self Hosted account. This requires the purchase of a ViewletCentral Enterprise account. In the *ViewletCentral Self Hosted* dialog (accessed when selecting this publishing target for the first time or when clicking the **Modify Account** button), enter/edit your ViewletCentral Self Hosted account information (provided to you by your system administrator). Please refer to the *ViewletCentral Self Hosted User Guide* for more information on publishing options.

ViewletCentral Self Hosted

Account Name: kgentile@qarbon.com Modify Account...


Server: vdsh.qarbon.com

Privacy

 Preserve - Preserves existing privacy setting

Server Version: 1.9 x97

You are about to publish a new Viewlet.

 **Open "My Viewlets"**
to manage your Viewlet statistics.

YouTube

Use this option to publish your Viewlet directly to your YouTube account.

YouTube

Account Name:

Edit

Title

Description

Category Privacy

Education Public

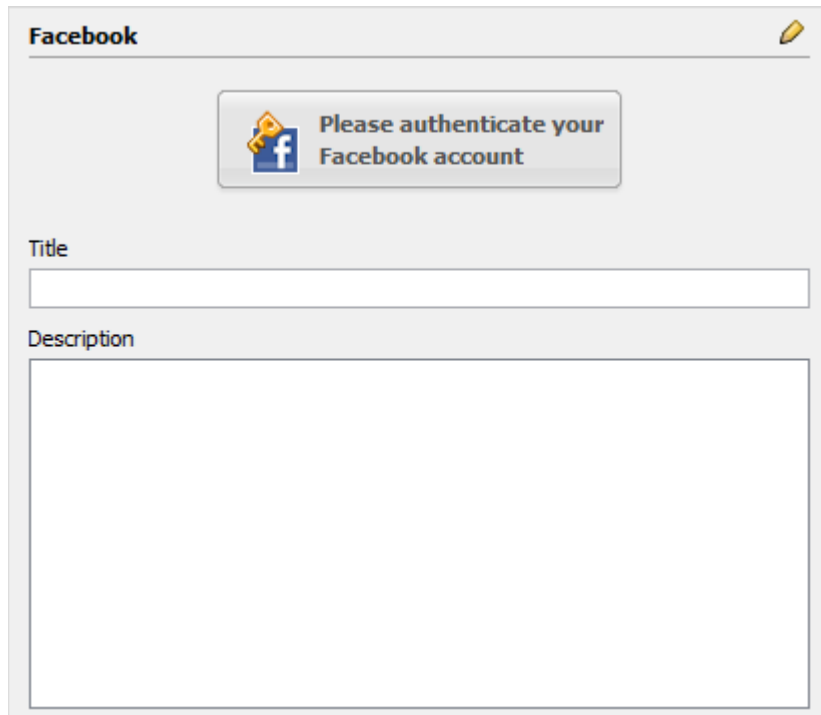
By clicking 'Publish,' you certify that you own all rights to the content or that you are authorized by the owner to make the content publicly available on YouTube, and that it otherwise complies with the YouTube Terms of Service located at <http://www.youtube.com/t/terms>

1. Select **YouTube** as your publishing target.
2. Optional: Click the **Edit** button to edit your YouTube account information. Edit the information in the *YouTube* dialog and click **OK** to exit this dialog.
3. Enter a **Title**.
4. Enter a **Description**.
5. Select a **Category** from the list.
6. Select a **Privacy** setting from the list.
7. Click **Publish** to publish your project to YouTube.

Note: Each time you make changes to your Viewlet, you will need to publish it again as a new file to your YouTube account when using this publishing target.

Facebook

This option allows you to publish to Facebook.

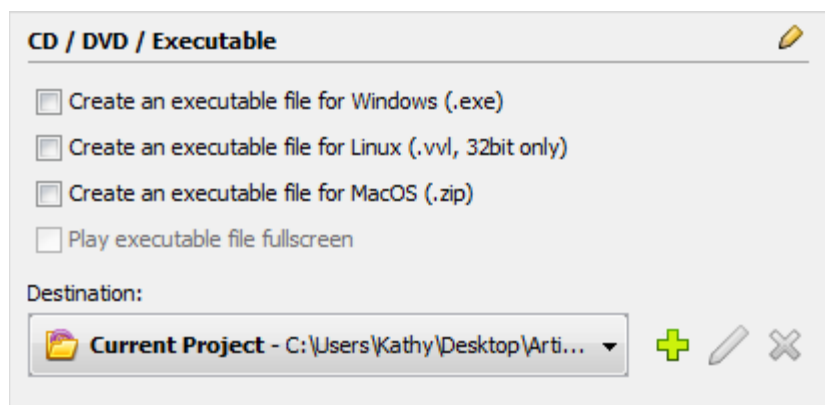


The screenshot shows a dialog box titled "Facebook" with a pencil icon in the top right corner. In the center, there is a button with a Facebook logo and the text "Please authenticate your Facebook account". Below the button, there is a text input field labeled "Title" and a larger text area labeled "Description".

1. Select **Facebook** as your publishing target.
2. Click the **Please authenticate your Facebook account** button. A new browser window displays to perform the authentication and approve permissions.
3. Back in ViewletQuiz5 Professional, the button changes to **Please complete your Facebook authentication**.
4. Enter a **Title**.
5. Enter a **Description**.
6. Click **Publish**.

CD / DVD / Executable

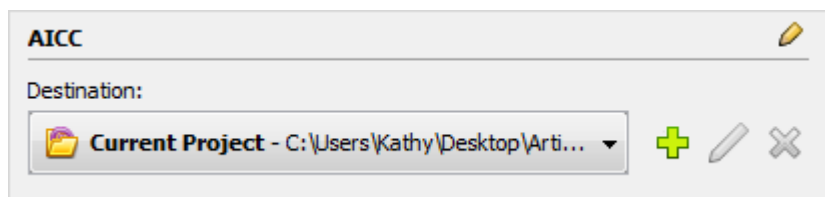
This publishing target let you publish your Viewlets out as executable files for Windows, Linux and Mac operating systems.



1. Select **CD / DVD / Executable** as your publishing target.
2. Select an option as your published files format.
3. Optional: Select **Play executable file fullscreen** if you want the video to open in fullscreen mode.
4. Select the **Destination** folder for your published files.
5. Click **Publish**.

AICC

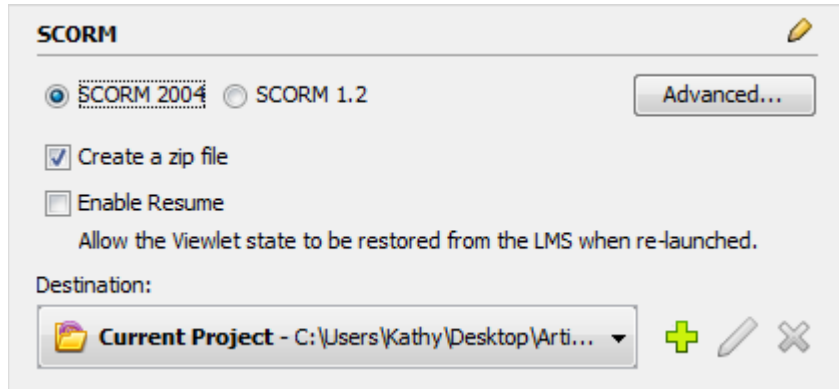
This publishing target publishes your project to meet AICC compliancy for your Learning Management System.



1. Select **AICC** as your publishing target.
2. Select the **Destination** folder for your published files.
3. Click **Publish**.

SCORM

This publishing target meets the compliancy standards for either SCORM 2004 or SCORM 1.2.

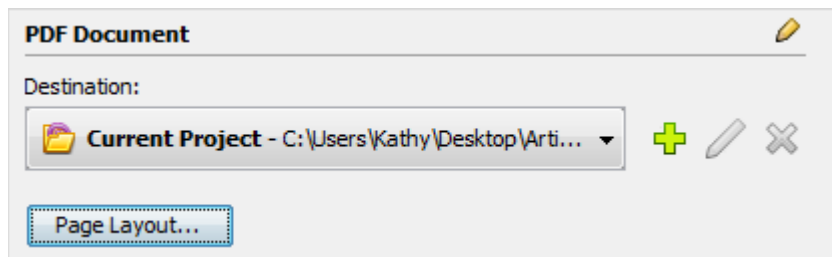


1. Select **SCORM** as your publishing target.
2. Click the **Advanced** button. The *SCORM Advanced Options* dialog displays.
3. Select one of the tabs to make additional selections based on the SCORM option chosen:
 - a. *SCORM 1.2* tab:
 - i. In the *Send Score to LMS as* area:
 1. Choose either **Score** or **Percent**.
 2. Select the **Do not sent score...** option (if applicable).
 - ii. In the *Lesson Status* area, select:
 1. **Always use Complete/Incomplete** if there are no scored slides in the file.
 2. **Report Pass/Fail if applicable to the report data** if there are scored elements in the file.
 - iii. Select **Include passing score in the manifest**.
 - b. In the *SCORM 2004* tab:
 - i. Select one or both of the following options:
 1. Include passing score in the manifest
 2. Allow pass before completion
 - ii. In the *XML Escaping* area, select the **Enable XML escaping of quotes** if your LMS doesn't handle quotes properly.
 - iii. In the *Multi Answer Delimiter*, select a character to use as the **Delimiter** (separator) of possible answers in reporting.

4. Click **OK** to close the *SCORM Advanced Options* dialog.
5. Select the **Create a zip file** option to create a ZIP deployment package during the publishing process.
6. Select the **Enable Resume** option.
7. Select a **Destination** folder for your published files.
8. Click **Publish**.

PDF Document

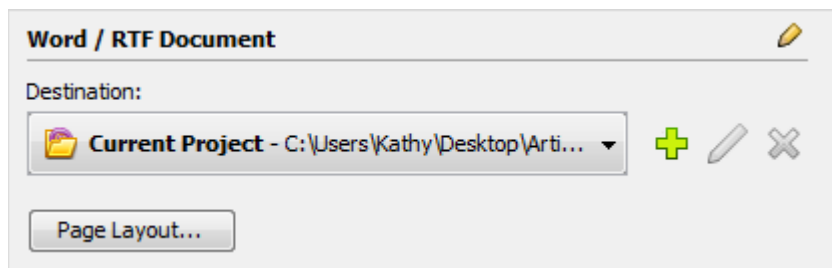
This publishing target publishes your file directly to PDF format.



1. Select **PDF Document** as your publishing target.
2. Select a **Destination** folder for the published file.
3. Click the **Page Layout** button. In the dialog that displays, select options for the layout of the PDF page elements as needed, and click **OK** to close that dialog.
4. Click **Publish**.

Word / RTF Document

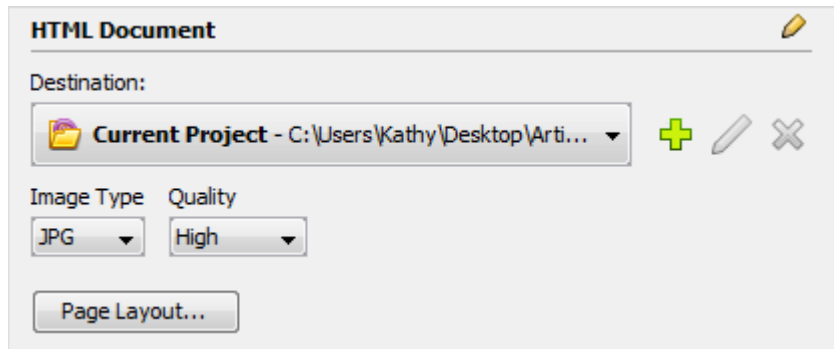
This publishing target publishes your Viewlet to Word or RTF format.



1. Select **Word / RTF Document** as your publishing target.
2. Select a **Destination** folder for the published file.
3. Click the **Page Layout** button. In the dialog that displays, select options for the layout of the page elements as needed, and click **OK** to close that dialog.
4. Click **Publish**.

HTML Document

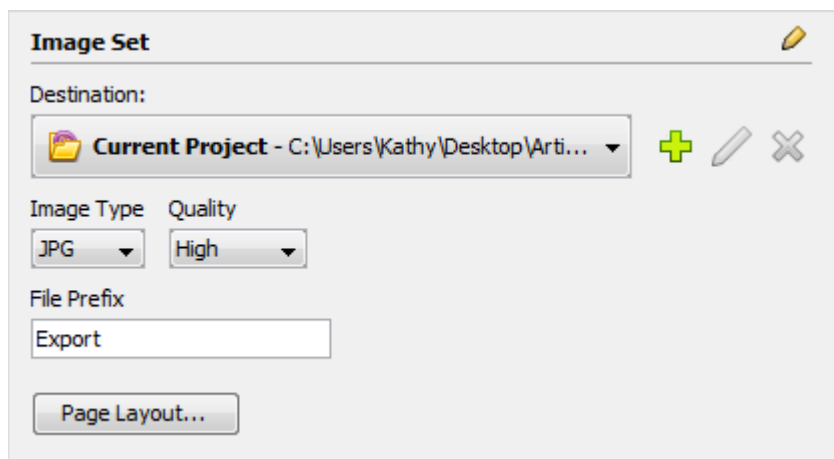
This publishing target creates a basic HTML page with images of your project slides.



1. Select **HTML Document** as your publishing target.
2. Select a **Destination** folder for the published file.
3. Select an **Image Type** (and **Quality** if selecting a JPG file) from the list.
4. Click the **Page Layout** button. In the dialog that displays, select options for the layout of the page elements as needed, and click **OK** to close that dialog.
5. Click **Publish**.

Image Set

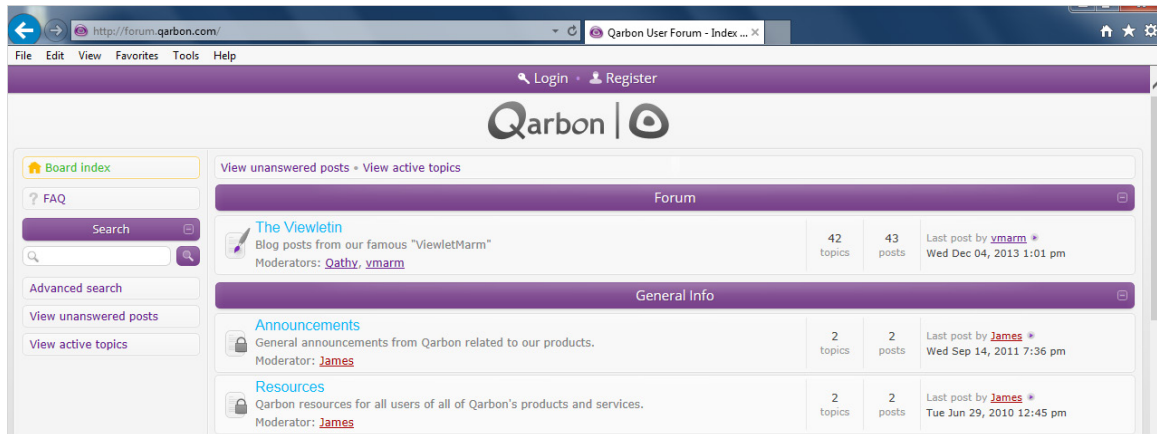
This publishing target publishes the slides of your project as individual image files in a format chosen by you.



1. Select **Image Set** as your publishing target.
2. Select a **Destination** folder for your published files.
3. Select an **Image Type** (and **Quality** if selecting a JPG file) from the list.
4. Enter a **File Prefix** to use as the prefix in each image's file name.
6. Click the **Page Layout** button. In the dialog that displays, select options for the layout of the page elements as needed, and click **OK** to close that dialog.
5. Click **Publish**.

Qarbon User Forum

Want to share ideas on Viewlet Authoring? Are you hunting for a specific authoring trick to take your Viewlets to the next level? Qarbon offers a Viewlet user forum just for you. It's free to join and free to use. It's a great place to meet other Viewlet enthusiasts from across the globe and spotlight your own great Viewlet ideas too!



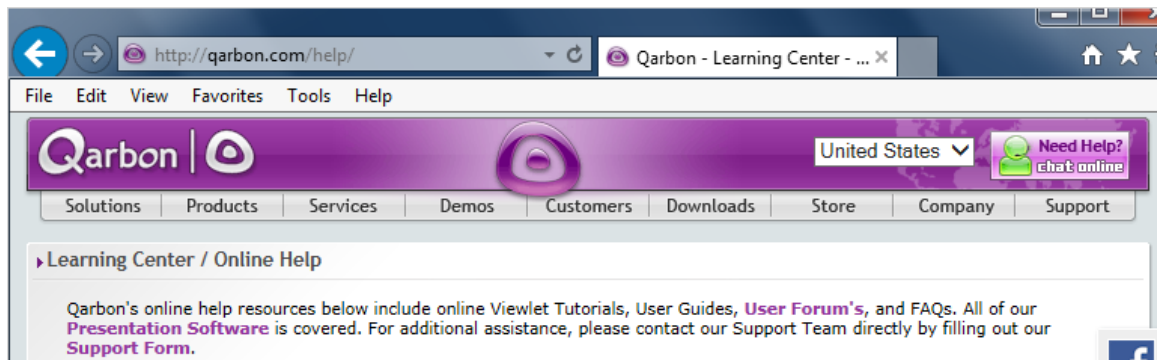
Forum			
The Viewletin Blog posts from our famous "ViewletMarm" Moderators: Qathy , vmarm	42 topics	43 posts	Last post by vmarm Wed Dec 04, 2013 1:01 pm
General Info			
Announcements General announcements from Qarbon related to our products. Moderator: James	2 topics	2 posts	Last post by James Wed Sep 14, 2011 7:36 pm
Resources Qarbon resources for all users of all of Qarbon's products and services. Moderator: James	2 topics	2 posts	Last post by James Tue Jun 29, 2010 12:45 pm

Go to: <http://forum.qarbon.com/>

Sign up and join in the fun!

Self-Help Resources

In addition to this user guide, additional self-help resources are available online. Just click the **Help** link in the navigation menu. One of the many options available is the Qarbon *Learning Center*, which will launch your browser providing you access to our online user guides, FAQs, Viewlet tutorials and the Qarbon User Forum.

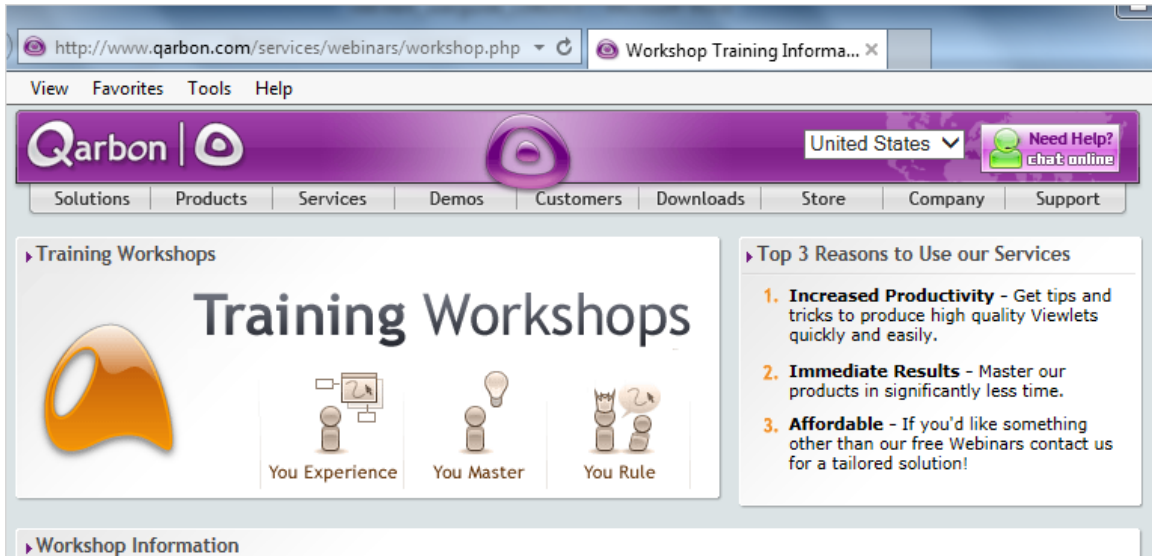


You can also access the online *Learning Center* by visiting our site at:

<http://www.qarbon.com/help/>

Training

Qarbon offers several different types of training opportunities to its clients, depending on your needs. Start with a FREE webinar for an overview on the product of your choice. If this isn't enough, sign up for one of several product-specific workshops. Workshops are offered as two 90-minute sessions and are limited to 10 students each. This is a great way to brush up on the basics and even learn a new trick or two. Qarbon also offers private coaching tailored to meet your needs. Offered on an hourly basis, meet with us for a free consultation and we'll design a training session just for you!



The screenshot shows a web browser window with the URL <http://www.qarbon.com/services/webinars/workshop.php>. The page features the Qarbon logo and a navigation menu with links for Solutions, Products, Services, Demos, Customers, Downloads, Store, Company, and Support. The main content area is titled "Training Workshops" and includes a large orange graphic of a Viewlet. Below this, there are three icons representing "You Experience", "You Master", and "You Rule". To the right, a sidebar titled "Top 3 Reasons to Use our Services" lists:

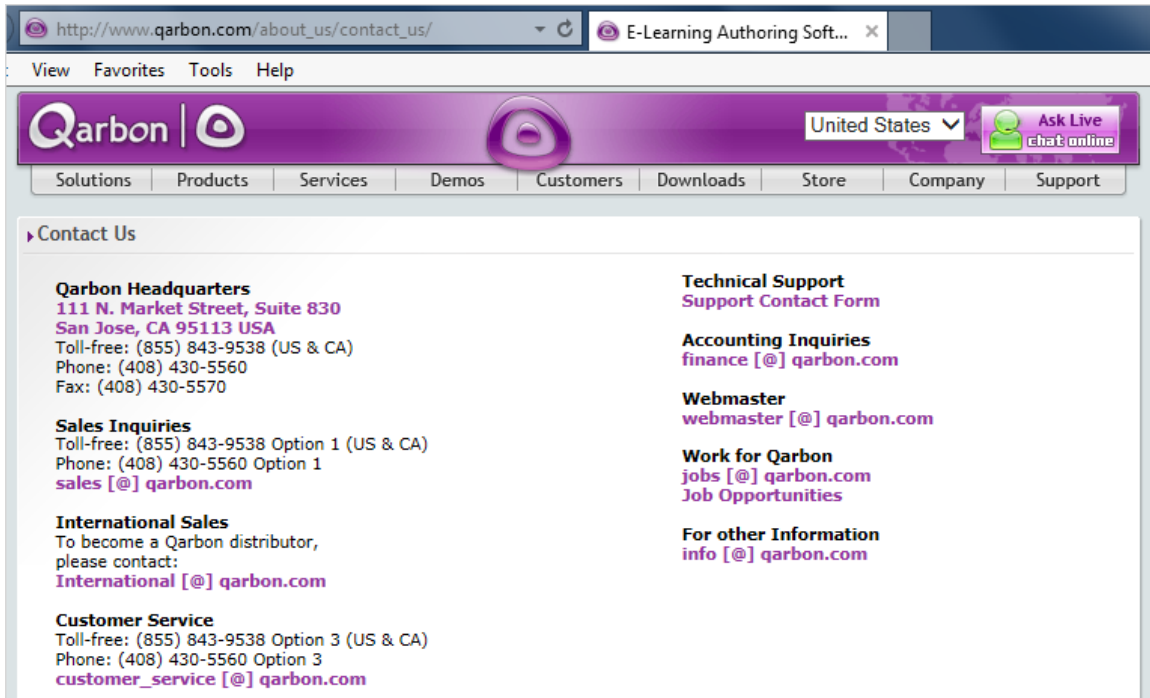
- 1. Increased Productivity** - Get tips and tricks to produce high quality Viewlets quickly and easily.
- 2. Immediate Results** - Master our products in significantly less time.
- 3. Affordable** - If you'd like something other than our free Webinars contact us for a tailored solution!

At the bottom of the main content area, there is a link for "Workshop Information".

For current training opportunities, [email us](#) or visit our site: <http://www.qarbon.com>. And, click the 'Services' link in the navigation menu and choose a current training opportunity from the available list.

Sales

If you have any questions on Qarbon ViewletCentral (or other Qarbon products and services), please feel free to contact our Sales, Customer Service or Support staff at any time.



The screenshot shows a web browser window displaying the Qarbon website's contact page. The browser's address bar shows the URL http://www.qarbon.com/about_us/contact_us/. The page features a purple header with the Qarbon logo, a navigation menu with links for Solutions, Products, Services, Demos, Customers, Downloads, Store, Company, and Support, and a "United States" dropdown menu. A "Ask Live chat online" button is also visible. The main content area is titled "Contact Us" and lists contact information for various departments:

- Qarbon Headquarters**
111 N. Market Street, Suite 830
San Jose, CA 95113 USA
Toll-free: (855) 843-9538 (US & CA)
Phone: (408) 430-5560
Fax: (408) 430-5570
- Sales Inquiries**
Toll-free: (855) 843-9538 Option 1 (US & CA)
Phone: (408) 430-5560 Option 1
[sales \[@ \] qarbon.com](mailto:sales@qarbon.com)
- International Sales**
To become a Qarbon distributor,
please contact:
[International \[@ \] qarbon.com](mailto:International [@] qarbon.com)
- Customer Service**
Toll-free: (855) 843-9538 Option 3 (US & CA)
Phone: (408) 430-5560 Option 3
[customer_service \[@ \] qarbon.com](mailto:customer_service [@] qarbon.com)
- Technical Support**
[Support Contact Form](#)
- Accounting Inquiries**
[finance \[@ \] qarbon.com](mailto:finance [@] qarbon.com)
- Webmaster**
[webmaster \[@ \] qarbon.com](mailto:webmaster [@] qarbon.com)
- Work for Qarbon**
[jobs \[@ \] qarbon.com](mailto:jobs [@] qarbon.com)
[Job Opportunities](#)
- For other Information**
[info \[@ \] qarbon.com](mailto:info [@] qarbon.com)

For current contact information, visit our site at:

http://www.qarbon.com/about_us/contact_us/

